



**BUFFALO CITY METROPOLITAN
MUNICIPALITY**

MANUAL

2024

Prepared in accordance with the provisions of
Section 14 of the Promotion of Access to
Information Act No. 2 of 2000 and Regulations relating to
the Promotion of Access to Information, 2021

INDEX

NO.	CONTENT	PAGE
1.	INTRODUCTION	4 -5
2.	PURPOSE OF MANUAL	5-6
3.	DEFINITION AND INTERPRETATION	6-11
4.	<u>BCMM MACRO-ORGANISATIONAL STRUCTURE :-</u>	14-15
	4.1 TRADITIONAL LEADERS	15
	4.2 WARD COMMITTEES	15-16
	4.3 METROPOLITAN MAYORAL COMMITTEE MEMBERS	16-17
	4.4 TOP MANAGEMENT COMMITTEE MEETING	18
5.	AREA OF OPERATION	19
6.	CONTACT DETAILS OF INFORMATION OFFICER & DEPUTY INFORMATION OFFICER	20-21
7.	SECTION 10 GUIDES ON HOW TO USE THE ACT SECTION 14(1)(C)	21-22
8.	<u>ACCESS TO THE RECORDS HELD BY BCMM :-</u>	23
	8.1 AUTOMATIC DISCLOSURE (SECTION 14 (1)(E)	23
	8.2 RECORDS AVAILABLE WITHOUT REQUESTS FORMS	23
	8.3 RECORDS THAT ARE NOT AUTOMATICALLY AVAILABLE & NEED TO BE REQUESTED AS PROVIDED IN SECTION 14(1)(D)	24-25
	8.4 PROTECTION OF PERSONAL INFORMATION ACT	25-28
	8.5 HOW REQUEST FOR ACCESS TO RECORDS ARE RECEIVED	29
	8.6 RECORDS SECTION AS CUSTODIAN OF INFORMATION	29
	8.7 LAW ENFORCEMENT AGENTS REQUESTS	29-30
	8.8 INTERNAL PROCEDURE TO BE FOLLOWED BY OFFICIALS WHEN REQUESTING ACCESS TO A CONFIDENTIAL RECORD	30-31
	8.9 FORM OF REQUESTS : PROCEDURES TO BE FOLLOWED WHEN REQUESTING ACCESS TO A RECORD	31
	8.10 REQUEST FEE AND ACCESS FEE	31-32
	8.11 FEES	32-33
9.	FILE PLAN/FILING INDEX	33-34
10.	SERVICE AVAILABLE (SECTION 14 (1) (F)	34
11.	NATURE OF SERVICE	34-46

NO.	CONTENT	PAGE
12.	HOW TO GAIN ACCESS TO THESE SERVICES	46
13.	ARRANGEMENTS ALLOWING FOR PUBLIC PARTICIPATION IN THE FORMULATION OF POLICY AND EXERCISING OF POWERS OF BCMM :-	46
	(a) Communication	46
	(b) Mayoral Imbizo	47
	(c) Council Open Day	47
	(d) Business Forum	47
	(e) Police Forum	47
	(f) Integrated Development Plan (IDP) Hearings	47
	(g) Municipal Public Accounts Committee (MPAC) Hearings	48
14.	THE REMEDIES AVAILABLE IF THE PROVISION OF THIS ACT ARE NOT COMPLIED WITH : SECTION 14(1)(H)	48
15.	<u>MISCELLANEOUS</u> :-	48
	OTHER INFORMATION AS PRESCRIBED IN TERMS OF THE ACT SECTION 14(i)(ii)	48
16.	UPDATING OF THE MANUAL (SECTION 14(2))	49
17.	AVAILABILITY OF THE MANUAL	49
18.	REQUEST TO THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT FOR THE COMPILATION OF THE MANUAL {SECTION 14 (4) (b)}	49
19.	EXEMPTION BY THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT FROM ANY PROVISION OF THIS SECTION FOR A DETERMINED PERIOD {SECTION 14 (5)}	50
21.	GENERAL INSTRUCTIONS TO FILING SYSTEM	50-57
22.	<u>SCHEDULE 1</u> - BCMM FILING SYSTEM	58-208
23.	<u>SCHEDULE 2</u> - SCHEDULE OF PRESCRIBED FEES FOR PUBLIC BODIES	209
24.	<u>SCHEDULE 3</u> - PRESCRIBED FORM REQUEST FOR ACCESS TO A RECORD	210-213
25.	<u>SCHEDULE 4</u> - OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION	214-215
26.	<u>SCHEDULE 5</u> - REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION	216-217

ENGLISH

1. **INTRODUCTION**

Section 7 (1) (2) and (3) of Constitution of the Republic of South Africa, 1996 provides as follows:-

1. *“This Bill of Rights is a cornerstone of democracy in South Africa. It enshrines the rights of all people in our country and affirms the democratic values of human dignity, equality and freedom.*
2. *The state must respect, protect promote and fulfil the rights in the Bill of Rights.*
3. *The rights in the Bill of Rights are subject to the limitations contained or referred to in section 36, or elsewhere in the Bill.”*

The Promotion of Access to Information Act, No 2 of 2000 was enacted on February 2000, giving effect to the Constitutional right of access to any information held by the State; any information that is held by another person and that are required for the exercise or protection of any rights. Where a request is made in terms of the Act, Buffalo City Metropolitan Municipality is obliged to release the information, except where the Act expressly provides that the information may or must not be released. The Act sets out the requisite procedural issues attached to such request.

The Protection of Personal Information Act, 2013 (Act 4 of 2013) (hereinafter referred to as “POPIA”), aims to give effect to the constitutional right to privacy, which is set out by Section 14 of the Constitution of the Republic of South Africa of 1996 (hereinafter referred to as “the Constitution”) by introducing measures that will ensure that personal information is processed by responsible parties in a fair, transparent and secure manner.

The sections of POPIA which came into effect on 1 July 2020 are crucial parts of POPIA and present the duty to comply with the conditions for processing personal information as stipulated in terms of POPIA. This not only includes aspects in relation to lawful processing but also security of information.

Personal information in terms of POPIA, has a broad definition and includes information relating to an identifiable, living, natural person, and where it is applicable, and identifiable, existing juristic person, including, but not limited.

2. PURPOSE OF SECTION 14 MANUAL OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

This manual is intended to foster a culture of transparency and accountability within the Buffalo City Metropolitan Municipality as a whole, by giving effect to the right to information that is required for the exercise or protection of any right and to actively promote a society in which the people of South Africa have effective access to information to enable them to more fully exercise and protect their rights.

In order to promote effective governance of public bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of the Act in order for them to exercise their rights in relation to public and private bodies.

Section 9 of the Promotion of Access to Information Act, 2000 (Act 2 of 2000) (hereinafter referred to as "PAIA") however recognizes that such right to access information cannot be unlimited and should be subject to justifiable limitations, including but not limited to :-

- Limitation aimed at reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance

and in a manner, which balances that right with any other right, including such right contained in the Bill of Rights in the Constitution.

This manual provides guidance to deal with the requests in a conforming manner, which will enable the requesters to obtain the records which they are entitled to in a quick, easy and accessible manner. This manual may be adapted by the individual role players in the municipality to specifically meet their needs. The manual has been drafted in accordance with the generic manual of the South African Human Rights Commission which had been taken over from 30 June 2021 by the Information Regulator of South Africa, in respect of PAIA functions.

Lastly, the Manual has now been reviewed to align with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) (hereinafter referred to "POPIA").

3. **DEFINITIONS AND INTERPRETATION**

In this Manual, unless the context otherwise indicates:-

"Access Fee" means a fee proscribed for the purpose of Section 22(6) or 54(6) of the Promotion of Access to Information Act 2000 (PAIA), as the case may be;

"Application" means an application to a court in terms of Section 78 of PAIA;

"Constitution" means the Constitution of the Republic of South Africa, 1996 (Act 10 No 108 of 1996)

“Court” means :-

- a) the Constitutional Court acting in terms of Section 167(6)(a) of the Constitution; or
- b) (i) a High Court or another court of similar status, or
(ii) a Magistrate’s Court, either generally or in respect of a specified class of decision in terms of this Act, designated by the Minister, by notice in the Gazette and presided over by a magistrate designated in writing by the Minister after consultation with the Magistrate Commission.

“Data Subject” means the person to whom personal information relates in terms of POPIA.

“De-identify” in relation to personal information of a data subject, means to delete any information that : –

- (a) Identifies the data subject;
- (b) Can be used or manipulated by a reasonably foreseeable method to identify the data subject; or
- (c) Can be linked by a reasonably foreseeable method to other information that identifies the data subject.

“Information Regulator of South Africa” means the Information Regulator of South Africa an Independent Body established in terms of Section 39 of the Protection of Personal Information Act 4 of 2013.

“Information Officer” of, or in relation to, a public body in the case of the municipality, means the municipal manager appointed in terms of Section 82 of the Local Government, Municipal Structures Act, 1998 (Act No 117 of 1998) or the person who is acting as such. This term shall also apply to a deputy information officer for the purposes of and as contemplated in terms of section 1 and 17 of POPIA.

“Internal Appeal” means an internal appeal to the relevant authority in terms of Section 74 of PAIA.

“Minister” means the cabinet member responsible for the administration of justice.

“Notice” means notice in writing, and **“notify”** and **“notified”** have corresponding meanings.

“PAIA” stands for Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

“Personal Information” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to: –

- (a) Information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- (b) Information relating to the education or the medical, financial, criminal or employment history of the person;

- (c) Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- (d) The biometric information of the person;
- (e) The personal opinions, views or preferences of the person;
- (f) Correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- (g) The views or opinions of another individual about the person; and
- (h) The name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

“Personal Requester” means a requester seeking access to a record containing personal information about the requester.

“POPIA” stands for Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

“Processing” means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including :–

- (a) The collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;

- (b) Dissemination by means of transmission, distribution or making available in any other form; or
- (c) Merging, linking, as well as restriction, degradation, erasure or destruction of information.

“Record” of or in relation to, a public or private body, means any recorded information :–

- (a) regardless of form of medium;
- (b) in the possession or under the control of that public or private body respectively; and
- (c) whether or not it was created by that public or private body respectively.

“Re-identify” in relation to personal information of a data subject, means to resurrect any information that has been de-identified, that :–

- (a) identifies the data subject;
- (b) can be used or manipulated by a reasonably foreseeable method to identify the data subject;
- (c) can be linked by a reasonably foreseeable method to other information that identifies the data subject.

“Request for Access” in relation to: -

a public body, means a request for access to a record of a public body in terms of Section 11 of PAIA;

“Responsible Party” means a public or private body or any other person which, alone or in conjunction with others, determines the purpose of and means for processing personal information.

“Third Party” in relation to a request for access to: -

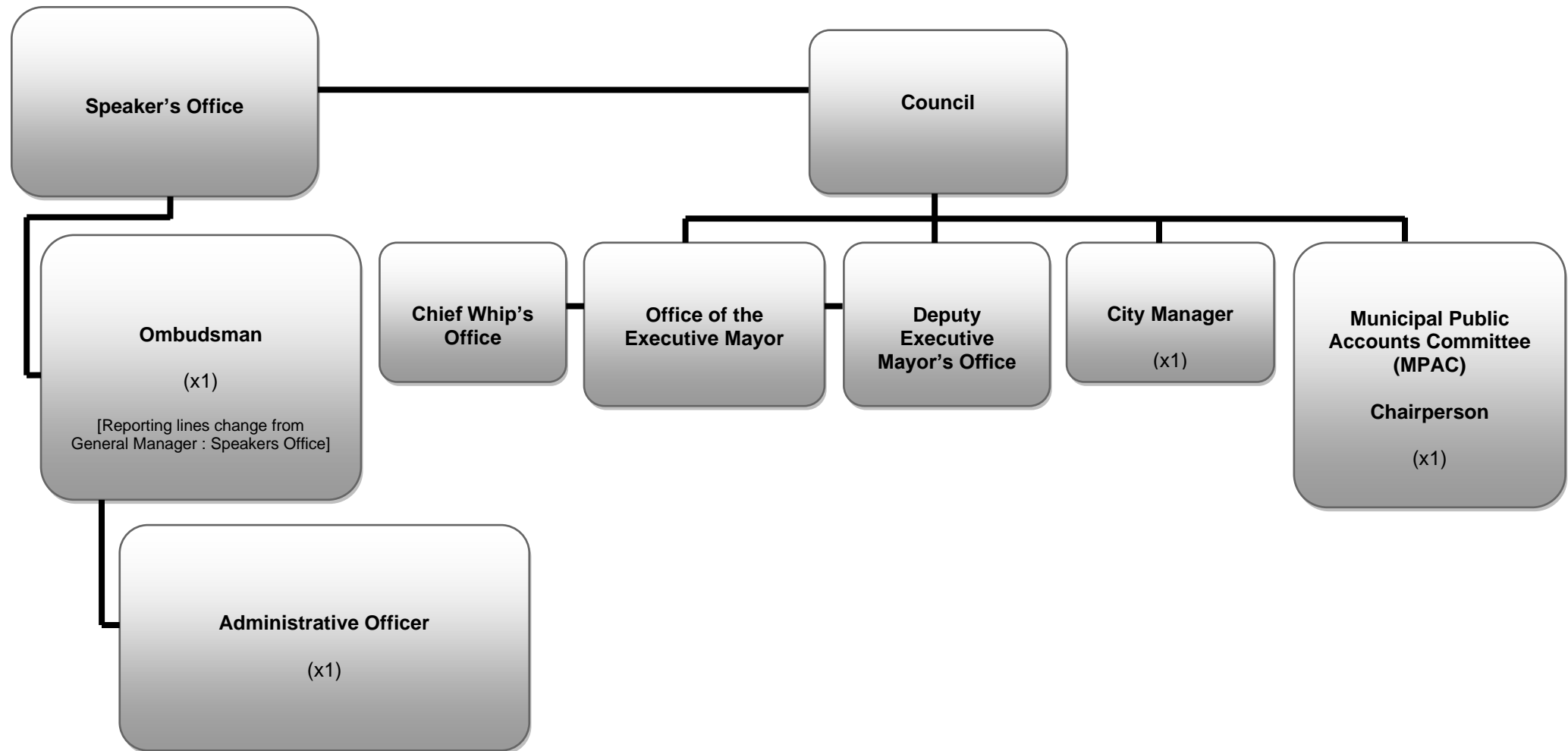
a record of a public body, means any person (including, but not limited to the government of a foreign state, and international organization or an organ of the government or organization) other than: -

- (i) the requester concerned; and
- (ii) a public body.

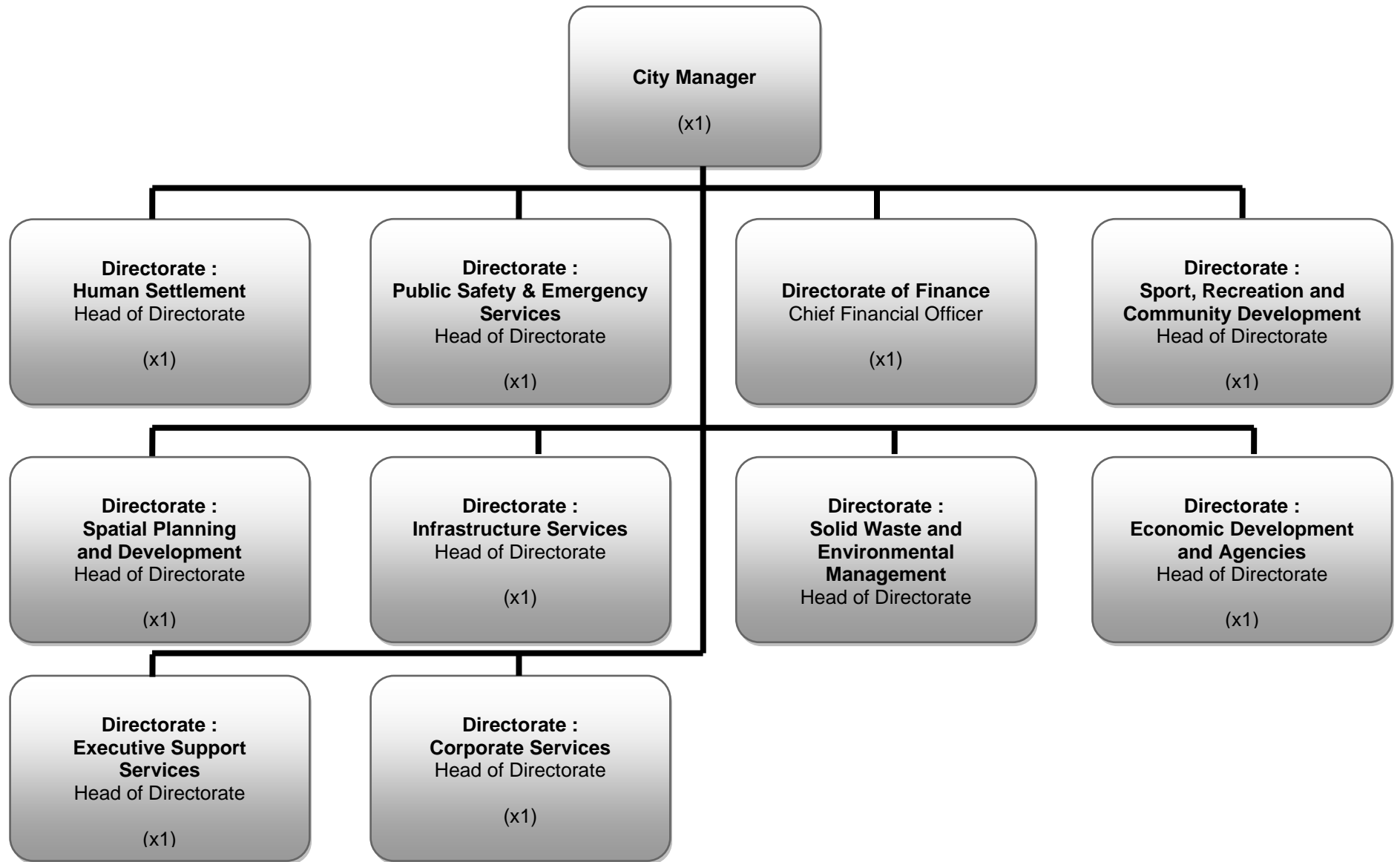
**A Schematic Diagram of the Organisational
Structure of Buffalo City Metropolitan Municipality
(BCMM)**

**BUFFALO CITY METROPOLITAN MUNICIPALITY
(BCMM) MACRO ORGANISATIONAL STRUCTURE
ADOPTED BY COUNCIL ON 29 JUNE 2016, *VIDE*
MINUTE NO. BCMC 413/16 AND MINUTE NO.
BCMC 237/19 APPROVED BY COUNCIL ON
27 MARCH 2019, ON THE SPLITTING OF THE
DIRECTORATE OF MUNICIPAL SERVICES INTO
TWO (2) DIRECTORATES, NAMELY THE
DIRECTORATE OF SOLID WASTE AND
ENVIRONMENTAL MANAGEMENT AND THE
DIRECTORATE OF SPORT, RECREATION AND
COMMUNITY DEVELOPMENT**

BUFFALO CITY METROPOLITAN MUNICIPALITY (BCMM)
ORGANISATIONAL STRUCTURE



BUFFALO CITY METROPOLITAN MUNICIPALITY (BCMM)
ORGANISATIONAL STRUCTURE



4. BUFFALO CITY METROPOLITAN MUNICIPALITY'S ORGANISATIONAL STRUCTURE

In terms Section 8 (g) of the Local Government Municipal Structures Act (Act 117 of 1998), Buffalo City Metropolitan Municipality (BCMM) has an executive mayoral system combined with a ward participatory system. Currently there are one hundred (100) members of the Council. Councillors make up the Mayoral Committee, with a Council chaired by the Speaker. Fifty of these Councillors represent wards and fifty (50) are proportional representatives.

4.1 TRADITIONAL LEADERS

In compliance with the provisions of establishment, recognition of Traditional Leaders, Kingship, Queenship as well as the fostering good working relations between the Royals and Elected Councillors, Buffalo City Metropolitan Council on 17 November 2011 held a Traditional Leaders swearing in ceremony.

Some of the responsibilities of Traditional Leaders is to promote Service Delivery in rural communities. Also, of great importance is for Traditional Leaders to foster unity in Councils and work hand in hand with Councillors.

4.2 WARD COMMITTEES

Section 152 (1)(a) of the Constitution of the Republic of South Africa provides as follows : Objects local government to provide democratic and accountable government for local communities. The Municipal Structures Act, (Act 117 of 1998) Section 73 (1) stipulates that a Metro Council must formally resolve to establish Ward Committees for every ward in the Municipality. To comply with the above-mentioned pieces of legislation Ward Committees were established for the 50 (fifty)

wards. This is also an endeavour to provide democratic and accountable government for local communities.

The Municipal Systems Act, 32 of 2000 further places a responsibility on the municipality to develop a culture of municipal governance that complements formal representative government with a system of participatory governance.

Ward Committees are chaired by ward Councillors. Each ward committee is composed of ten ward committee members. The members are paid a monthly stipend.

Reports on the functioning of Ward Committees are submitted to Council on a quarterly basis.

4.3 METROPOLITAN MAYORAL COMMITTEE MEMBERS

The Council consists of ten (10) Metropolitan **Mayoral Committee members** and the following **Portfolio Committees** are chaired by the Councillors appointed by the Executive Mayor to serve on Mayoral Committee.

- a) Strategic Development Portfolio Committee
- b) Finance Portfolio Committee
- c) Sports, Recreation and Community Development Portfolio Committee
- d) Economic Development and Agencies Portfolio Committee
- e) Public Safety and Emergency Services Portfolio Committee
- f) Spatial Planning and Development Portfolio Committee
- g) Infrastructure Services Portfolio Committee
- h) Human Settlement Portfolio Committee
- i) Solid Waste and Environmental Management Portfolio Committee
- j) Corporate Services Portfolio Committee

Each of the abovementioned committees is chaired by a member of the Mayoral Committee. The Executive Mayor chairs the Metropolitan Mayoral Committee.

The abovementioned Committees operate within terms of references approved by the Council.

In addition to the Portfolio Committees the Council has established Section 79 and Sub-Committees.

Listed here under are the Committees, it should be noted that the list is not non-exhaustive :-

- a) Rules Committee
- b) Ethics Committee
- c) Municipal Public Accounts Committee (MPAC)
- d) Remuneration Committee
- e) Social Facilitation Committee
- f) Woman's Caucus Committee
- g) Sponsorship Sub-Committee
- h) Sports Committee
- i) Councillor Workshops
- j) Councillors Legotla's
- k) Mayoral Legotla's
- l) Mayoral Imbiza's
- m) IDP Sessions; etc.

In addition to the Portfolio Committees the Council has the following Steering Committees :-

- a) Employment & Equity and Training Steering Committee
- b) Grants-in-Aid Steering Committee

- c) Budget Steering Committee
- d) Buffalo City Metropolitan Municipal Planning Tribunal
- e) Appeals Committee

On odd occasions when need arises the Council establishes an Investigation Committees, to attend to matters which requires investigation.

4.4 TOP MANAGEMENT COMMITTEE

Alongside with these committees detailed above is the Top Management team, which consist of the following: -

City Manager **Mr M. Yawa**, Head of Directorate : Corporate Services **Mr A.S. Naidoo**; Head of Directorate : Public Safety and Emergency Services **Adv. B. Mzimba**; Acting Head of Directorate: Spatial Planning and Development **Mr A. Mshumpela**; Head of Directorate: Solid Waste & Environmental Management **Ms Y. Sinyanya**; Head of Directorate : Sport, Recreation & Community Development **Mr H. Sikweza**; Chief Financial Officer **Mr N. Sigcau**, Head of Directorate : Executive Support Services **Ms N. Sidukwana** and Head of Directorate : Infrastructure Services **Ms N. Mqoqi-Mondi**, Head of Directorate : Human Settlement **Mr L. Mbula** and Head of Directorate : Economic Development and Agencies **Ms N. Ncokazi**, Head : Legal Services and Municipal Courts **Mr M. Zenzile** and Chief Operating Officer **Mr V. Pillay**.

The City Manager is the head of the administration and is designated **Information Officer** in terms of the Promotion of Access to Information Act No 2 of 2000. The **Head of Directorates/Acting Head of Directorates** are designated as **Deputy Information Officers**. This means that decision to release information pertaining to their

Directorates rest with them in consultation with the City Manager should clarity be required.

The Top management strategises, plans, organises, leads and controls all aspects pertaining to the general administration of public issues. They investigate and report to council all public issues and are also accountable to council and the public.

5. AREA OF OPERATION

Buffalo City Metropolitan Municipality covers a large area of over **2,752 square kilometres**. The area is geographically and environmentally diverse with a range of ecosystems, from coastal to forested areas in the hinterland. Many of these areas are conservation worthy; subtropical thicket; wetlands; river systems; cultural sites; rare and endangered species; and of particular importance, economically and biophysically, is the 70 kilometres of coastline. Pressures on the biophysical environment impact on the state and quality of the natural environment and consequently the health, well – being and opportunities of present and future generations.

The operation area for the Buffalo City Metropolitan Municipality covers all areas designated by the Municipal Demarcation Board for Buffalo City. The areas are as follows: -

- (a) Qonce called the former King William's Town area which consisted of Qonce, Bisho, Breidbach, Dimbaza, Ginsberg, Ilitha, Phakamisa, Schornville and Zwelitsha.
- (b) The former East London TLC area consisted of Beacon Bay, Gonubie, Mdantsane, Postdam, Berlin, East London and Duncan Village.

- (c) Certain of the former Amatole District Council areas consisting mainly of rural areas with villages in former Ciskei areas, small coastal villages and commercial farming districts in and around the former East London TLC and Qonce TLC areas.
- (d) The Great Kei Municipality called the former Kei Mouth Transitional Local Council areas consisted of Chintsa East, Chintsa, Cwili, Haga Haga, Kei Mouth, Qumrha, Mooiplaas, Morgans Bay and Ocean View.

6. CONTACT DETAILS [SECTION 14(1)(b)] : INFORMATION OFFICER

City Manager - Mr M. Yawa

DEPUTY INFORMATION OFFICERS

- Mr N. Sigcau - Chief Financial Officer
- Mr A.S. Naidoo - Head of Directorate : Corporate Services
- Mr A. Mshumpela - Acting Head of Directorate: Spatial Planning and Development
- Ms N. Mqoqi-Mondi - Head of Directorate : Infrastructure Services
- Ms N. Sidukwana - Head of Directorate: Executive Support Services
- Adv. B. Mzimba - Head of Directorate :Public Safety and Emergency Services
- Ms Y. Sinyanya - Head of Directorate : Solid Waste & Environmental Management
- Mr H. Sikweza - Head of Directorate : Sport, Recreation & Community Development
- Mr L. Mbula - Head of Directorate : Human Settlement
- Ms N. Ncokazi - Head of Directorate : Economic Development and Agencies
- Mr M. Zenzile - Head : Legal Services and Municipal Courts
- Mr V. Pillay - Chief Operating Officer

GENERAL INFORMATION

PHYSICAL ADDRESS: Buffalo City Metropolitan Municipality
Corner of Oxford & North Street
Trust Centre
EAST LONDON, 5200

POSTAL ADDRESS: P.O. Box 134
EAST LONDON, 5200

TELEPHONE: 043 705 1901

FAX: 043 722 6126

WEBSITE: www.buffalocity.gov.za

E-MAIL: citymanager@buffalocity.gov.za

7. SECTION 10 GUIDES ON HOW TO USE THE ACT : {SECTION 14(1)(c)}

Section 51 (1)(b) of the Act calls for a description of the guide referred to in Section 10 of PAIA, if available, and how to obtain access to it. The guide referred to in Section 10 is a guide that was compiled by the South African Human Rights Commission, in the erstwhile. However, the PAIA functions which were previously within the purview of the aforesaid Commission, have now been taken over from 30 June 2021, by the Information Regulator of South Africa. The Information Regulator of South Africa has updated the PAIA guide, to enable and assist any person who reasonably wishes to exercise any right contemplated in PAIA and POPIA. The guide as well as any further enquiries or information are available in the form of PAIA Manual templates from the Information Regulator of South Africa as per details below :-

Electronic Address: www.inforegulator.org.za

Physical Address: JD House
27 Stiemens Street
BRAAMFONTEIN
JOHANNESBURG, 2001

Postal Address: PO Box 31533
BRAAMFONTEIN
JOHANNESBURG, 2017

Enquiries: Nomzamo Zondi @ 078 674 2598

Website: www.justice.gov.za

Email Addresses:

General Enquiries enquiries@inforegulator.org.za

PAIA Complaints PAIAComplaints@inforegulator.org.za

POPIA Complaints POPIAComplaints@inforegulator.org.za

Manual Registration Registration.IO@inforegulator.org.za

PAIA Compliance PAIACompliance@inforegulator.org.za

POPIA Compliance POPIACompliance@inforegulator.org.za

Media Enquiries NoZondi@justice.gov.za

HOW TO USE THE MANUAL

Read Through This Manual

For any clarification required when reading this manual, please contact the Information Officer or any of the Deputy Information Officers at the numbers or addresses listed above, see Section 6 hereof.

8. **ACCESS TO THE RECORDS HELD BY BUFFALO CITY METROPOLITAN MUNICIPALITY**

8.1 **AUTOMATIC DISCLOSURE (SECTION 14(1)(E))**

Section 14 (1) (e) of the PAIA provides as follows:-

“Manual on functions of and index of records held by public body – (1) Within six months after the commencement of this section or the coming into existence of a public body, the information officer of the public body concerned must compile in at least three official languages a manual containing –

(e) The latest notice, in terms of Section 15 (2), if any, regarding the categories of records of the body which are available without a person having to request access in terms of this Act.”

8.2 **THE FOLLOWING RECORDS ARE AVAILABLE WITHOUT REQUEST FORMS :-**

- (i) Non-confidential reports of Council
- (ii) Legislation (this includes By-Laws)
- (iii) Festival and Social Matters
- (iv) Essential Services
- (v) Community Services
- (vi) Routine Enquiries

8.3 **SECTION 14(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT READS AS FOLLOWS :-**

“Manual on functions of and index of records held by public body – (1) Within six months after the commencement of this section or the coming into existence of a public body, the information officer of the public body concerned must compile in at least three official languages a manual containing –

(d) Records that are not automatically available which need to be requested as provided in Section 14(1)(d) reads as follows:-

“(d) insufficient detail to facilitate a request for access to a record of the body, a description of the subjects on which the body holds records and the categories of records held on each subject;”

Listed below are records that **ARE NOT** automatically available :-

1. Organisation and Control Internal Policies
2. Council and Council Matters

3. Staff
4. Finance
5. Domestic Supplies and Services
6. Building and Grounds
7. Tenders, Quotations and Contracts
8. Reports and Returns
9. Publicity and Information
10. Composition and Meeting of Bodies and other Gatherings
11. Legal Matters
12. Licence and Permits
13. Town Planning
14. **Confidential and Non-Confidential including Top Secret** Minutes of Council meetings, Metropolitan Mayoral Committee, Sub-Committees, Bid Committees, Task Teams, Portfolio Committees and Standing Committees as well Councils.

8.4 **THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT 4 OF 2013) POPIA**

Section 14 of the Constitution provides that everyone has the right to privacy. In terms of Section 2 of POPIA, the purpose of the Act is to give effect to the Constitutional right to privacy, by safeguarding personal information when processed by a responsible party, subject to justifiable limitations that are aimed at:-

- (i) Balancing the right to privacy against other rights, particularly the right of access to information; and
- (ii) Protecting important interests, including the free flow of information within the Republic and across international borders.

Personal information in terms of the Act is very broad and includes information relating to an identifiable, living, natural person, and where it is applicable, and identifiable, existing juristic person, including, but not limited to :-

- Information relating to the race, gender, sex, pregnancy, marital status, national ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person.
- Information relating to the education or the medical, financial, criminal or employment history of the person
- Any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other assignment to the person.

8.4.1 **PROTECTION OF PERSONAL INFORMATION**

Chapter 3 of POPIA provides for the minimum conditions for lawful “processing” of “personal information” by a “responsible party”, as defined in this Manual. These conditions may not be derogated from, in the course of protecting the personal information of data subjects, unless specific exclusions apply as outlined in POPIA.

8.4.2 **LAWFUL PROCESSING OF PERSONAL INFORMATION**

The Municipality requires personal information relating to both natural and juristic persons in order to carry out its business and functions. The manner in which this information is processed and the purpose for which it is processed is determined by the Municipality. Accordingly, the Municipality is a responsible party for the purposes of POPIA and

shall ensure that the personal information of a data subject, amongst other things :-

- (a) Is processed only for the purposes for which it was collected, in a manner which is adequate, relevant and not excessive;
- (b) Is processed lawfully, fairly and with transparency, in a manner that does not infringe the privacy of the data subject;
- (c) Shall not be kept for a longer period than is necessary;
- (d) Is complete, accurate, not misleading and updated where necessary;
- (e) Is maintained for all processing operations, under the Municipality's responsibilities as referred to in section 14 of the Promotion of Access to Information Act;
- (f) Is processed ensuring security measures on integrity and confidentiality in respect of such personal information – this includes measures to ensure that personal information, in both physical and electronic form, is subject to an appropriate level of security when stored, used and communicated by the Municipality in order to protect against access and acquisition by unauthorized persons and accidental loss, destruction or damage;
- (g) Is processed in accordance with the rights of data subjects, where applicable;
- (h) Will not be processed for a secondary purpose unless that processing is compatible with the original purpose.

8.4.3 **RIGHTS OF DATA SUBJECTS**

Data subjects have the right to :-

- (a) Be notified that their personal information is being collected by the Municipality. The data subject also has the right to be notified in the event of a data breach;
- (b) Know whether the Municipality holds personal information about them and to access such information. Any request for information must be dealt with in accordance with provisions of this Manual;
- (c) Request for correction or deletion of inaccurate, irrelevant, excessive, out of date, incomplete, misleading or unlawfully obtained personal information;
- (d) Object to the Municipality's use of their personal information and request the deletion of such personal information;
- (e) Object to the processing of personal information for purposes of direct marketing by means of unsolicited electronic communications;
- (f) Complain to the Information Regulator regarding an alleged infringement of any of the rights protected under POPIA and to institute civil proceedings regarding the alleged non-compliance with the protection of his, her or its personal information.

8.4.4 **OBJECTION TO THE PROCESSING OF INFORMATION IN TERMS OF SECTION 11(3) OF POPIA**

In terms of Section 11(3) of POPIA, read with Regulation 2 of the POPIA Regulations, a data subject who wishes to object to the

processing of personal information in terms of section 11(3)(a) of the Act, must submit the objection to the responsible party on **Form 1** of POPIA annexed hereto.

The responsible party, or a designated person, must render such reasonable assistance as is necessary, free of charge, to enable the data subject to make an objection on the aforesaid **Form 1**.

8.4.5 **REQUEST FOR CORRECTION OF PERSONAL INFORMATION OR DESTRUCTION OF DELETION OF RECORD OF PERSONAL INFORMATION**

A data subject who wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information in terms of Section 24(1) of POPIA, read with Regulation 3 of the POPIA Regulations, must submit a request to the responsible party on **Form 2** annexed hereto.

8.5 **HOW REQUESTS FOR ACCESS TO RECORDS ARE RECEIVED**

The request for access to a record is submitted to the City Manager via Records and Decision Tracking Section. When Records and Decision Tracking receive the request, it is forwarded to the City Manager as well as to the relevant Head of Directorate. When a request for access to a record on a contract/tender is received, the request is sent to the Accounting Officer as well to the Chief Financial Officer and relevant Head of Directorate, clarity can always be sought from the Accounting Officer should the need to do so arise.

8.6 **RECORDS AND DECISION TRACKING SECTION AS A CUSTODIAN OF INFORMATION**

Records and Decision Tracking Section is a custodian of records of Buffalo City Metropolitan Municipality (BCMM) and as such on behalf of directorates. Records and Decision Tracking Section staff do not have authority to decide whether or not to release the records listed under 8.3 hereof as it is the Directorates who in most cases are aware if there are any litigations received with regard to the requested record. Records and Decision Tracking Section could release the records mentioned under 8.3 when authorised by the Information Officer or Deputy Information Officer. Records and Decision Tracking Section can automatically release records detailed under 8.2 hereof.

8.7 **LAW ENFORCEMENT AGENTS REQUESTS FOR INFORMATION**

Law Enforcement officials may also request information from the Municipality in accordance with the different prescripts governing investigations, amongst others the Criminal Procedure Act and the South African Police Services Act.

The information will be furnished to these agencies in line with these prescripts and the relevant exceptions applicable thereof.

It should be noted that the request for information should not necessarily be requested through a Court Order or warrants as there are exceptions to these rules which will be taken into account when the information is requested.

8.8 **INTERNAL PROCEDURE TO BE FOLLOWED BY OFFICIALS
WHEN REQUESTING ACCESS TO A CONFIDENTIAL RECORD**

The following internal procedure therefore needs compliance with :-

- A Request for Access to a Confidential Record must be submitted by the relevant Head of Directorate to the Head of Directorate : Corporate Services.
- The Head of Directorate : Corporate Services will instruct/indicate in writing to Records Section on whether or not the record should be released.
- Electronic Document Management System (EDMS) Access to Confidential Records e.g. Minutes and Reports can only be viewed when permission rights are issued to the user.

8.9 **FORM OF REQUESTS : (PROCEDURES) TO BE FOLLOWED
WHEN REQUESTING ACCESS TO A RECORD**

The Promotion of Access to Information Act 2 of 2000 requires that a request for the access to records and information must be made by

completing the prescribed form reference is made to Section 14(1)(d) of the Promotion of Access to Information Act 2 of 2000.

The form is completed only for request for access to an archive or to records listed under paragraph 5.5.3. Attached to this manual is a prescribed **Form 2**, which is a Request for Access to Record. (Additional copies of this form are obtained at the contact addresses referred to under Section B above). A copy of the form is attached as **Schedule "2"** hereto

On approval by the Council, the copies of the Manual will be made available to the City Manager, Heads of Directorates, The Information Regulator of South Africa, Ward Committees, Community Development Workers, the manual will also be placed at Libraries and Buffalo City Metropolitan Municipality Rent Offices, it will also be placed on Buffalo City Metropolitan Municipality website.

8.10 **REQUEST FEE AND ACCESS FEE**

- a) The requester must fill in all the fields in the request form or re-write the details in an e-mail.
- b) The requester must send the request to the City Manager to the fax number or e-mail listed provided above.
- c) The requester must provide sufficient detail in the request form to enable the Information Officer or Deputy Information Officer to easily identify the following: -
 - The required record
 - Which form of access is required
 - The right that is sought to be exercise or to be protected

- How information should be narrated.
- d) The requester must provide an explanation of why the requested record is required for the exercise or protection of that right.
- e) The requester should also indicate if any other manner is to be used to inform him/her or convey the record requested to the requester.
- f) If a request is made on behalf of another person, the requester must submit proof of the capacity in-which he/she is making the request in order to satisfy the Information Officer or Deputy Information Officer.

The Information Officer or Deputy Information Officer will reply **within 30 days** of the date of receiving the request as to whether the Information is accessible and how and where it may be collected.

8.11 **FEES**

Section 22 of the Promotion of Access to Information Act of 2000 makes provision for two types of fees that is required, namely; The Act requires the Information Officer in certain circumstances to notify the requester to pay the prescribed request fee before further processing the request. Schedule 2 of this manual reflects the prescribed fee.

- a) The Information Officer will notify the requester (other than a personal requester) by notice of the fees to be paid (if any) before further processing the request.

- b) The prescribed request fee is payable by public. The requester may lodge an internal appeal where appropriate, or an application to Court against the tender or payment of the request fee.
- c) After the Information Officer has made a decision on the request the requester must be notified of such decision in the way in which the requester wanted to be notified in.
- d) If the request is granted then a further access fee must be paid for the search, preparation, reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

9. **FILE PLAN/FILING INDEX**

*** The **Reviewed Section 14 Manual** is attached hereto as **Annexure "A"**.

*** The **File Plan** is also attached hereto as **Schedule "1"** and it contains general instructions, the list of main series, numerical classification, etc.

*** Attached hereto is **Schedule "2"**, which reflects the **Prescribed Fees for Public Bodies**.

*** Also Attached hereto is **Schedule "3", Form 2** which reflects the **Prescribed Form for Access to a Record**.

*** Also Attached hereto is **Schedule "4", Form 1** which reflects the **Objection to the Processing of Personal Information**.

*** Also Attached hereto is **Schedule “5”, Form 2** which reflects the **Request for Correction or Deletion of Personal Information.**

10. **SERVICE AVAILABLE {SECTION 14 (1)(f)}**

The under mentioned are key functions of Buffalo City Metropolitan Municipality which are organised according to the number of Directorates and the departments that are all under supervision, co-ordination and control of the City Manager.

11. **NATURE OF SERVICE**

Directorate : Executive Support Services

➤ **Office of the Head of Directorate**

- Administration Support.

➤ **Communications, Marketing, International & Intergovernmental Relations:**

- International and Intergovernmental Relations, and
- Communications and Marketing.

➤ **IDP, Budget Integration, PMS, GIS**

- Metro Development Strategic Management;
- IDP & Budget Integration;
- Geographic Information System (GIS);
- Institutional Performance Management, and

➤ **Special Programmes**

➤ **Political Office Administration:**

Office of the Executive Mayor and Deputy Executive Mayor

- Office of the Executive Mayor, and
- Office of the Deputy Executive Mayor.

➤ **Political Office Administration:**

Office of the Speaker and Chief Whip

- Office of the Speaker and Chief Whip, and
- Public Participation, Traditional Leaders and Ward Committees:-
 - Public Participation – Midland
 - Public Participation – Coastal
 - Public Participation – Inland

Directorate: Corporate Services:

The Directorate Corporate Services has the following Departments and Divisions, namely:-

➤ **Office Management**

➤ **Employment Equity**

➤ **Human Resource Management:**

- Employee Relations;
- Recruitment and Selection;
- Remuneration and Benefits; and

- Organizational Development and Job Evaluation.

➤ **HR Performance & Development:**

- Employee Performance Management and Development;
- Education, Training Development and Career Management, and
- Employee Wellbeing.

➤ **Corporate Support Services:**

- Records and Decision Tracking;
- Telecommunications;
- Administrative and Council Support,
- Auxiliary Services;
- Travel Management Services;
- Theft, Loss or Damage to Municipal Property, and;
- Grants-in-Aid Administration.

➤ **Information, Technology & Support:**

- IT Services;
- IT Operations;
- Modernisation, and;
- Infrastructure & Information Risk.

Directorate of Finance:

The Directorate of Finance has the following Departments and Divisions, namely:-

➤ **Revenue Management:**

- Accounts Management & Revenue Control;
- Coastal Revenue Management;
- Midland Revenue Management;
- Inland Revenue Management;
- Customer Relations Management (Call Centre), and;
- Rates & Valuations.

➤ **Strategy & Operations:**

- Finance Operations;
- Governance & MFMA Reporting;
- Governance & Financial Modeling, and;

➤ **Supply Chain Management:**

- Demand Management & Supplier Development;
- Logistics, Warehousing & Disposal;
- SCM Risk & Governance;
- Contracts & Performance Management, and;
- Acquisitions Management.

➤ **Budget & Treasury Management:**

- Budget Planning, Monitoring & Reporting;
- Treasury, Bank Control & Cash Management;
- Grant Administration & Budget Policy Review & Development, and;
- Cost & Management.

➤ **Corporate Asset Management:**

- Asset Management Data & Process;
- Asset Management Planning, and;
- Asset Financial Management.

➤ **Financial Reporting:**

- Asset Reporting & Insurance;
- Financial Management;
- Financial Reporting, and
- Grant Administration.

➤ **Expenditure & Payments Management:**

- Vat, Leases & Payments;
- Creditors, and;
- Payroll & Benefits.

Directorate: Economic Development & Agencies:

The Directorate: Economic Development & Agencies has the following Departments and Divisions, namely:-

➤ **Fresh Produce Market:**

- Finance and Administration;
- Business Operations;
- Contracts and Stakeholder Relations, and
- Market Facility.

➤ **Trade, Industry and Sector Development:**

- Enterprise Development;
- Investment and Trade Promotion;
- Trade and Industry Development;
- Sector Development;
- Business Retention and Expansion.

➤ **Tourism, Arts, Culture and Heritage:**

- Public Relations, Events and Partnership;
- Heritage;
- Tourism Research, Planning and Development;
- Marketing and Information Services, and
- Arts and Culture.

➤ **Agriculture and Rural Development:**

- Agricultural Development, and;
- Rural Development.

Directorate: Spatial Planning & Development

The Directorate: Spatial Planning and Development has the following Departments and Divisions, namely:-

➤ **Spatial Planning**

- City & Regional Planning;
- Geomatics;
- Architecture, and;

- Spatial Norms & Standards Enforcement.

➤ **Property Management:**

- Estate Management;
- Building Maintenance;
- Property Disposal & Acquisition.

➤ **Urban & Rural Regeneration:**

- CBD Regeneration;
- Township Regeneration;
- Rural Regeneration, and;
- Integration Zones.

➤ **Transport Planning & Operations:**

- Strategic Transport Planning;
- Integrated Public Transport Network Operations;
- Traffic Management & Safety; and
- Project Management.

Directorate: Infrastructure Services:

The Directorate: Infrastructure Services has the following Departments and Divisions, namely:-

➤ **Water, Wastewater & Scientific Services:**

- Water Services;
- Sanitation;

- Water Services Authority, and;
- Scientific Services.

➤ **Electrical & Energy Services:**

- Electrical Distribution;
- Electrical Development, Contracts & Assets;
- Customer Services & Revenue Protection, and;

➤ **Workshop, Plant & Fleet Services:**

- Fleet Services & Plant (EL & KWT), and;
- Workshop (EL & KWT)

➤ **Roads, PIU & Construction:**

- Roads;
- Project Implementation Unit, and;
- Construction.

Office of the City Manager:

a) The Office of the City Manager has the following Departments and Divisions, namely:-

➤ **Risk Management**

➤ **Strategy and Transformation**

➤ **Legal Services and Municipal Court**

- Contract Management and Litigation;

- Legal Compliance;
 - Municipal Courts, and;
 - Governance and Administration.
- **Regional Services : Midland**
 - **Enterprise Project Management Unit**
 - Quality Assurance;
 - Development and Investment;
 - Municipal Infrastructure, and;
 - Programme Management Projects.
 - **Information, Knowledge Management Research & Policy**
 - **Expanded Public Works Programme**
 - **Governance and Internal Auditing**
 - **Regional Services : Inland**
 - **Compliance**

Directorate: Public Safety & Emergency Services:

- (a) The structure for the Directorate: Public Safety and Emergency Services has the following Departments and Divisions, namely:-

- **Public Safety and Protection Services:**
 - Traffic Services, and
 - Law Enforcement Services.

- **Emergency Services:**
 - Fire and Rescue, and
 - Disaster Management.

b) **The establishment of the Metropolitan Police Service function:**

Council has approved the establishment of the Metro Police Service function as per the Council resolution dated 31 October 2011 (BCMC 190/11), as follows:-

- *“That the Council approves the establishment of the Metropolitan Police Service in terms of the approved IDP of the Municipality.*
- *That all legal processes in terms of establishing the Metropolitan Police Service be followed.”*

In order to give effect to this resolution and in compliance with discussions at the Organisational Structure Workshop, a proposed Metropolitan Police Service Structure, as a working document was presented.

Directorate : Solid Waste & Environmental Management:

The Directorate : Solid Waste & Environmental Management are divided into the following Divisions, namely:-

- **Solid Waste :**
 - Landfills & Transfer Sites;
 - Waste Removal & Cleansing

- Waste Minimisation & Diversion; and
- Specialised Fleet Management.

➤ **Environmental Management :**

- Environmental Management
- Coastal, Beaches and Nature Management;
- Grass Cutting & Vegetation Control; and
- IEMP and Sustainable Development.

➤ **Municipal Health Services:**

- Environmental Health Support Programmes;
- Integrated Environmental Strategic Management;
- Municipal Health Services Operations: Coastal;
- Municipal Health Services Operations: Inland, and
- Municipal Health Services Operations: Midland.

Directorate : Sport, Recreation & Community Development :

The Directorate : Sport, Recreation & Community Development is divided into the following Divisions, namely:-

➤ **Sports, Development, Facilities & Recreation :**

- Sports Services;
- Sports Development; and
- Facilities, Swimming Pools & Resorts Management.

➤ **Community Development :**

- Halls;
- Libraries;
- Zoo; and
- Aquarium.

➤ **Parks & Cemeteries**

Directorate: Human Settlements:

➤ **Housing Planning and Strategy:**

- Strategic Planning & Financial Support;
- Informal Settlement Upgrading, and
- Housing Administration.

➤ **Housing Delivery and Implementation:**

- Technical and Implementation;
- Housing Contracts, and
- Housing Infrastructure Projects.

➤ **Human Settlement Special Projects:**

- Flagship Projects;
- Built Environment, and
- Social Economics.

12. **HOW TO GAIN ACCESS TO THESE SERVICES**

The abovementioned services are available through the various departments. Services such as water, electricity, refuse and sanitation must be applied for by person residing within the Buffalo City Metropolitan Municipality.

13. **ARRANGEMENTS ALLOWING FOR PUBLIC PARTICIPATION IN THE FORMULATION OF POLICY AND EXERCISING OF POWERS OF BUFFALO CITY METROPOLITAN MUNICIPALITY**

Buffalo City Metropolitan Municipality has established various *fora* in order to address certain critical issues in its interaction with the members of the public, these include the following: -

(a) **COMMUNICATION**

The Council has an IDP/PMS/Budget representative forum which consists of external stakeholders that make input in the IDP/Budgeting process.

(b) **MAYORAL IMBIZO**

The Executive Mayor holds Mayoral Imbizo once a year in October this being another public participation mechanism.

(c) **COUNCIL OPEN DAY**

The Council open day is held once a year to ensure that Buffalo City Metropolitan Municipality's Integrated Development Plan, Performance Management System and Budget contents of final document have been consulted with the Community.

(d) **BUSINESS FORUM**

A forum has been established between Council and the business people to ensure that business and Tourism in and around Buffalo City is properly marketed. This forum ensures that business community needs that pertain to municipal services are attended to.

(e) **POLICE FORUM**

The police forum consists of the Council members, Police, business and Community Members and has been established to ensure that the public is protected against crime and lawlessness is prohibited.

(f) **INTEGRATED DEVELOPMENT PLAN (IDP) HEARINGS.**

The Integrated Development Plan Hearings is an approach to planning that involves the entire Municipality and its communities in finding the best solutions to achieve good long-term development. Existing conditions and problems and resources available for development are taken into account.

(g) **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE HEARINGS.**

The Municipal Public Accounts Committee (MPAC) is established in terms of Section 79 of the Municipal Structures Act as a Committee of Council for the efficient and effective performance of its functions.

MPAC will assist Council to hold the Executive and Municipal agencies to account as well as ensure the efficient and effective use of public finance.

14. **THE REMEDIES AVAILABLE IF THE PROVISIONS OF THIS ACT ARE NOT COMPLIED WITH: SECTION 14 (1)(H)**

Part 4 of the Act makes provision for the right of internal appeal to relevant authority. The requester who is dissatisfied with the decision of the Information Officer may use the provisions of PART 4 of the Act and lodge an internal appeal to the Mayor, the Speaker or any other person designated in writing by the council. Once the internal appeal procedure has been exhausted the requester may appeal to the courts for relief.

15. **MISCELLANEOUS :-**

OTHER INFORMATION AS PRESCRIBED IN TERMS OF THE ACT {SECTION 14 (i)(ii)}

Section 14 (i)(ii) read in conjunction with Section 92 of the Act refers to other information, which the Minister may by notice in the Gazette, make regulations.

There is currently no information available from the Minister of Justice and Constitutional Development in terms of Section 92 to be included in this document.

16. **UPDATING OF THE MANUAL (SECTION 14 (2))**

The manual will be updated annually.

17. **AVAILABILITY OF THE MANUAL**

The manual will be available at the following places: -

- i) Office of the City Manager – Information Officer

- ii) Office of the Head of Directorates – Deputy Information Officers
 - iii) Buffalo City Metropolitan Municipality Records/Archives Officer.
 - iv) The Information Regulator of South Africa.
 - v) The Buffalo City Metropolitan Municipality Website.
 - vi) The Manual will also be made available to Ward Committees; copies thereof will also be placed at the Libraries and Rent Offices. A copy will also be made available to Provincial Archivist.
18. **REQUEST TO THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT FOR THE COMPILATION OF ONE MANUAL {SECTION 14(4)(A) AND SECTION 14(4)(B)}**

Buffalo City Metropolitan Municipality is only one body and need not apply in terms of Section 14(4)(a) & (b).

19. **EXEMPTION BY THE MINISTER OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT FROM ANY PROVISION OF THIS SECTION FOR A DETERMINED PERIOD {SECTION 14 (5)}**

“For security, administrative or financial reasons, the Minister may, on request or of his or her own accord by notice in the Gazette, exempt any public body or category of public bodies from any provision of this section for such period as the Minister thinks fits”.

No application has been made by Buffalo City Metropolitan Municipality (BCMM) in terms of the abovementioned Section.

GENERAL INSTRUCTIONS TO FILING SYSTEM

NAME OF OFFICE

This filing system is only for the use of Buffalo City Metropolitan Municipality, and it may not be applied to any other office without the prior permission of the State Archives Service.

REPORTING

All amendments and additions (the omission or insertion of an underlining is an amendment as well) should be submitted regularly to the State Archives Service for notification and formal approval. In cases where the amendments/additions are circulated by means of circular minutes, it will suffice if a copy thereof is forwarded to the State Archives Service. For easy reference and effective control the notifications should be numbered each year starting at number one, e.g. 1/,2/...etc. It is advisable that in cases where major amendments and/or additions are required, the prior approval of the State Archives Service be obtained before any new files are opened. (For unclassified correspondence see par. 15 of these instructions.)

CONTROL OF SYSTEM

Control of filing system is assigned to the Records/Archives Manager. No amendments and/or additions to the official system may be made without the approval of this official. Further duties of this official comprise **inter alia** the following : -

- (a) He/she must scrutinize the office daily file regularly to ensure that all correspondence is dealt with on the correct files.

- (b) He/she must ensure that instructions are strictly adhered to by scrutinizing the relevant files regularly to ensure that they are used correctly.
- (c) He/she must keep the Master Copy up to date. (See also par. 8)
- (d) The efficiency of the system should be examined regularly to ensure that the necessary amendments are provided. When new functions are acquired, new files should be created and where necessary, existing files should be broken up or combined as the case may be.
Parent files (i.e. heading which are subdivided but also used as files) should be examined regularly to prevent them from becoming general files and where necessary further sub-files should be created.

NB *such changes must be reported in terms of par. 2 of these instructions.*

- (e) Particular attention should be paid to cases where correspondence is started on one file and where the emphasis then shifts to another aspect in order to ensure that the matter is dealt with on the appropriate file.
- (f) For duties in respect of the descriptions on file covers and unclassified correspondence, see paragraph 12 and 15 below. (These duties should be included on the official's duty sheet).

ACCURATE FILING OF CORRESPONDENCE

All officials conducting correspondence should be supplied with a copy of the filing system. Officials must ensure that they are conversant with the series with which they work and should ensure that all correspondence is dealt with on the correct file. Incorrect filing should be rectified immediately to ensure the permanently valuable documents are not destroyed and to prevent the retention of ephemeral documents.

POLICY FILES

Provision has been made for policy files. These files are identified by the symbol “P” as the last component of the reference number, e.g. 1/P, 1/1/P, etc. All matters concerning policy, rulings, instructions, procedures and directives should be dealt with on these files to ensure easier reference. It must be noted that the term “instructions,” as used above, indicates instructions regarding the work of a section and not instructions to officials. If a case arises before disposal authority has been issued on the filing system where a policy matter is decided on a subject file, the Records Manager should decide whether copies of the correspondence as a whole, or a copy of the final decision only, should be placed on the relevant policy file. Once disposal authority has been issued, a copy of a policy decision taken on an A.20 file should be placed on the policy file with a cross-reference to the file on which the case was finalized. If a policy decision is taken on a D-file, copies of all relevant documents should be placed on the relevant policy file. Where a bulky document, e.g. a report contains a policy decision or ruling, only and extract of the relevant section of the report should be placed on the policy file. Correspondence dealt with on policy files should be limited to that relating to the formulation and/or revision of policy.

THE FOLLOWING CORRESPONDENCE SHOULD NOT BE PLACED ON POLICY FILES :-

- (i) Enquiries regarding policy that do not result in the formulation of new policy or the amended interpretation of existing policy.
- (ii) Dealings with individual cases which do not result in the formulation of new policy or amendments to existing policy.
- (iii) Cases concerning a main or sub-series as a whole, but which are not policy matters, as well as individual aspects of the particular subject for which no file exists. **IN SUCH CASES SUITABLE FILES SHOULD BE OPENED.**

ROUTINE ENQUIRIES

At appropriate places in the filing system files for routine enquiries have been provided. These files are for enquiries of a routine nature that requires no further action subsequent to the reply. Under no circumstances may matters other than the routine supply of information be dealt with on these files.

REPORTS AND RETURNS

In the main series for **REPORTS AND RETURNS** provision has been made only for those reports and returns which cannot be dealt with under the other main series. Where files for reports and returns have been provided in the other main series they are to be used only where the relevant report or return cannot be placed on a subject file under that main series.

MASTER COPY

The Master Copy is that copy of the filing system which contains all approved subject and which indicates how files are to be opened and stored. No file may be opened unless the file description has already been recorded in the Master Copy and approval of the Official in charge has been obtained. Individual case files which are opened according to notes in the system are not recorded in the Master Copy. They should be recorded in a Register of Files Opened (see par. 9).

The Official in charge must ensure that all amendments and/or additions are recorded in the Master Copy immediately.

REGISTER OF FILES OPENED

The purpose of this register is to keep a complete record of **ALL** files opened. A loose-leaf binder is recommended as it facilitates the insertion of extra pages which are usually required for case files which form part of the numerical classification.

The register is maintained in the same form as the system and files are entered in the same consecutive order. An extra column should be provided opposite the file description in which to note the date of opening (date of first document) next to the file title. The first page of the register should indicate the name of the office to which the system is applicable as well as the date of implementation (for secret files see par 21.)

REGISTER OF FILES DESTRUCTION

A register of closed D-files should be drawn up as soon as disposal authority has been obtained. This register is divided into years, e.g. 2007, 2008, 2009, etc. When a file volume is closed its reference number should be entered under the year in which it will be destroyed. A volume which is closed in 2007 and for which the disposal instruction is D., therefore, will be entered under the year 2010. The register thus indicates which volumes are to be destroyed in any particular year. The use of a loose-leaf binder is recommended as it is not possible to determine the number pages needed per year beforehand. (For disposal see par. 17 further on).

IMPLEMENTATION OF THE NEW SYSTEM

In the event of a new file system no correspondence may be dealt with on the files of the previous system. Permission can be obtained from the Provincial Archives and Records Management Services to incorporate case files from the previous system into the new system. All file from the previous system should be closed on the day prior to date of implementation.

OPENING OF FILES AND DESCRIPTION OF FILE COVERS

Files should be opened only when required. Care should be taken that the numbering and descriptions of the files, as indicated in the system, are strictly adhered to.

In cases where file descriptions are too lengthy, certain components which so not form an essential part of the description may be omitted, the title of the MAIN SERIES must always be given and the description must be sufficiently comprehensive to describe the contents of the file. In order to assist the registry staff, the Records Manager should indicate which components may be omitted in such cases. Titles should be printed in indelible ink.

The dates of first and last correspondence as well as applicable disposal instructions when available should be indicated on the file cover. Worn covers should be replaced regularly.

UNDERLINED DESCRIPTIONS

All underlined descriptions indicate subject headings. Subdivisions must be made under these subject descriptions, but **NO FILE MAY BE OPENED FOR ANY UNDERLINED DESCRIPTION.**

EXPLANATION IN BRACKETS

The explanations in brackets under the subject headings or file descriptions are intended as a guide and should not be entered on file covers.

UNCLASSIFIED CORRESPONDENCE : PROCEDURE

When correspondence is received for which no file is provided, the Official in Charge of the system should be approached immediately to indicate on which existing file the correspondence should be placed, or which new file should be opened.

ANNEXURE FILE COVERS

An additional cover must be opened where necessary for storing bulk documentation which if filed would result in inordinate increase in the volume of a file. No correspondence, however, may be filled in such a cover.

The cover should be marked clearly with the correspondence file reference number and “**Annexure File**” written on the outside cover. Every document contained in the annexure file should bear a cross-reference to the correspondence on which it was received.

DISPOSAL OF FILES

Once disposal authority has been issued disposal instructions are recorded opposite each file in the disposal column provided in the system. The disposal symbols indicate the following :-

- A.30** = Keep for transfer to the appropriate archives depot not more than thirty after closure.

- D.** = Destroy after the lapse of number of years which is indicated by number following the letter D.

The destruction of files qualifying for destruction should be done regularly, but at least once a year. The prescribe destruction certificate should be submitted to the State Archival Service.

In the case of file volumes not closed, but contained correspondence which may be destroyed, such correspondence may be removed and destroyed. The date on the file cover denoting the date of the first document of the file should be amended accordingly.

THICKNESS OF FILES

Files should not exceed 3cm in thickness. On reaching this thickness a file must be closed and a new cover, marked "Volume 2", should be opened. A sheet paper with the wording "Closed, see volume..." Should be filed as the last item on the closed volume. "**Volume 1**" should be indicated on the first volume only when "**Volume 2**" is opened.

- (a) Separate arrangements for safekeeping of secret files must be made and should not be incorporated as a part of these instructions.
- (b) The disposal instructions for all secret files are **A.30** and they should be dealt with accordingly.

BUFFALO CITY METROPOLITAN MUNICIPALITY FILE PLAN

LIST OF MAIN SERVICES

1. LEGISLATION
2. ORGANISATION AND CONTROL
3. OWN COUNCIL AND COUNCIL MATTERS
4. STAFF
5. FINANCE
6. DOMESTIC SUPPLIES AND SERVICES
7. BUILDINGS AND GROUNDS
8. TENDERS, QUOTATIONS AND CONTRACTS
9. REPORTS AND RETURNS
10. PUBLICITY AND INFORMATION
11. FESTIVALS AND SOCIAL MATTERS
12. COMPOSITION AND MEETINGS OF BODIES AND OTHER GATHERINGS
13. LEGAL MATTERS
14. LICENCES & PERMITS
15. TOWN PLANNING AND CONTROL
16. ESSENTIAL SERVICES
17. COMMUNITY SERVICES

1. LEGISLATION

(Acts, regulations, ordinances, etc., must be kept outside the system)

1/P	Policy
1/R	Routine
1/1	<u>Parliamentary legislation and regulations</u>
1/1/1	<u>Drafting and amending</u> (Open a file for each act and / or regulation and number consecutively)
1/1/1/1	Machinery and Occupational Safety Act
1/1/1/2	Customs and Excise Act
1/1/1/3	Criminal Procedure Act
1/1/1/4	National Monuments Act
1/1/1/5	Architects Act
1/1/1/6	Estates Agents Act
1/1/1/7	Measuring Units and National Measuring Standards act
1/1/1/8	Road transport Act
1/1/1/9	Sea-shore Act
1/1/1/10	Abattoir Act
1/1/1/11	Tourism Development Corporation Act
1/1/1/12	Urban Transport Act
1/1/1/13	Health Act
1/1/1/14	Containers Act
1/1/1/15	Civil Defence Act
1/1/1/16	Removal of Restrictions Act
1/1/1/17	Housing Act
1/1/1/18	Slums Act
1/1/1/19	Registration of Vendors Act
1/1/1/20	Sales Tax Act
1/1/1/21	Sundays and Public Holidays Act
1/1/1/22	Manpower Training Act
1/1/1/23	Workmen's Compensation Amendment Act
1/1/1/24	Municipal Treasurers and Accountants Act
1/1/1/25	Fire Services Act
1/1/1/26	Markets Amendments Act
1/1/1/27	Local Government Training Act
1/1/1/28	Municipal Accountant's Act
1/1/1/29	Auditor-General's Act
1/1/1/30	Promotion of Local Government Affairs Act
1/1/1/31	Less Formal Township Establishment Act
1/1/1/32	Physical Planning Act
1/1/1/33	The Aliens Control Act
1/1/1/34	Administration of Estates Act

1/1/1/35 Constitution of the Republic of S.A. Act
 1/1/1/36 Regional Industrial Development Act
 1/1/1/37 Municipal Electoral Act
 1/1/1/38 Development Facilitation Act
 1/1/1/39 Labour Relations Act
 1/1/1/40 Restitution of Land Rights Act
 1/1/1/41 Consumer Affairs Act
 1/1/1/42 Promotion of Youth Affairs Act
 1/1/1/43 Gender Equality and Status of Woman Act
 1/1/1/44 Conversion of Certain Rights to Leasehold or
 Ownership Act
 1/1/1/45 National Archives of S.A. Act
 1/1/1/46 Regulation of Gatherings Act
 1/1/1/47 Basic Conditions of Employment Act
 1/1/1/48 Gambling and Betting Act
 1/1/1/49 (R293) Transfer of Staff to Municipalities Act
 1/1/1/50 Skills Development Act
 1/1/1/51 Social Welfare Act
 1/1/1/52 Employment Equity Act
 1/1/1/53 Intergovernmental Fiscal Relations Act
 1/1/1/54 Local Authorities Loans Fund Repeal Act
 1/1/1/55 Independent Commission for the Remuneration
 of Public Office Bearers Act
 1/1/1/56 Municipal Demarcation Act
 1/1/1/57 Prevention of Illegal Evictions from and
 Unlawful Occupation of Land Act
 1/1/1/58 Development in Rural Areas Act
 1/1/1/58 Eastern Cape Rural Development Corporation Amendment Bill, 2010
 1/1/1/59 Marine Living Resources Act
 1/1/1/60 Local Government Municipal Structures Act
 1/1/1/61 Competition Act
 1/1/1/62 Municipal Police Act
 1/1/1/63 Division of Revenue Act
 1/1/1/64 Treasure Control Act
 1/1/1/65 Housing Rental Act
 1/1/1/66 S A Qualifications Authority Act
 1/1/1/67 S A Sport Commission Act
 1/1/1/68 Municipal Systems Act (Establishment BCM)
 1/1/1/69 Administrative Adjudication of Road Traffic
 Offences Act
 1/1/1/70 World Heritage Convention Act
 1/1/1/71 Road Traffic Management Corporation Act
 1/1/1/72 Executive Members Ethics Act
 1/1/1/73 Arms and Ammunition Act
 1/1/1/74 Public Finance Management Amendment Act
 1/1/1/75 Promotion of Access to Information Act
 1/1/1/76 Planning Professions Bill

1/1/1/77 Unemployment Insurance Act
 1/1/1/78 Property Rates Bill/Act
 1/1/1/79 Promotion of Administrative Justice Act
 1/1/1/80 Protected Disclosure Act
 1/1/1/81 Amendment Act on Cheques
 1/1/1/82 Medical Scheme Act
 1/1/1/83 Land use Management Act
 1/1/1/84 Animal Health Bill
 1/1/1/85 Livestock Improvement Act
 1/1/1/86 Meat Safety Bill
 1/1/1/87 Animal Identification Act/Improvement Act
 1/1/1/88 Draft Petroleum Products Amendment Act
 1/1/1/89 Eastern Cape Roads Act
 1/1/1/90 Pension Funds Act
 1/1/1/91 Municipal Integrated Development Planning
 Regulations
 1/1/1/92 Municipal Performance Management Regulations
 1/1/1/93 Atmospheric Pollution Prevention Act
 1/1/1/94 National Land Transport Transition
 Amendment Act
 1/1/1/95 Flying of the National Flag of the Republic
 of S A
 1/1/1/96 Telecommunications Act
 1/1/1/97 Municipal Finance Management Bill/Act
 1/1/1/98 State Property Management Company Act
 1/1/1/99 Engineering Profession Act
 1/1/1/100 Prevention of Corruption Act
 1/1/1/101 Property Valuers Profession Act
 1/1/1/102 Application of Health Standards in Traditional
 Circumcision Act
 1/1/1/103 Medicines and Related Substances Amendment
 Act
 1/1/1/104 Fundraising Act
 1/1/1/105 Electronic Communication and Transaction Bill
 1/1/1/106 Eastern Cape Municipal Development Corp. Bill
 1/1/1/107 National Environmental Management Protected
 Areas Bill
 1/1/1/108 Promotion of equality and prevention of unfair
 Discrimination Amendment Act
 1/1/1/109 Agricultural Development Act, 1999
 1/1/1/110 Traditional Health Practitioners of S.A Bill
 1/1/1/111 Electricity Regulation Bill, 2002
 1/1/1/112 Adult Basic Education and Training Act
 (52/2000)
 1/1/1/113 Local Government Laws Amendment Act,
 2002
 1/1/1/114 State information technology agency Amendment Act,2002

1/1/115 Debt Collectors Act, 1998
 1/1/116 Liquor Bill, 2002 (Act 2003)
 1/1/117 Security of Tenure Act, 1997
 1/1/118 Local Government Transitional Act
 1/1/119 The foodstuffs, cosmetics and disinfectants Act
 1/1/120 Public Protector Act, 1994
 1/1/121 Sectional Title Amendment Act, 2003
 1/1/122 Construction Industry Development Board Act
 (38/2000)
 1/1/123 Income Tax Act, 1962
 1/1/124 Housing Consumers Protection Measures
 Amendment Bill, 2003
 1/1/125 Agricultural Produce Agents : Amendment Act,
 47/2003
 1/1/126 Spatial Data Infrastructure Act, 54/2003
 1/1/127 Libraries & Information Services Act No 6 of 2003
 (E.C.)
 1/1/128 Traditional Leadership and Governance Framework
 Act 2003 (Act No 41 of 2003)
 1/1/129 National Small Business : Amendment, 2003
 1/1/130 Rules Relating to Good Pharmacy Practice
 (Pharmacy Act 53 of 1974)
 1/1/131 Explosives Act No 15 of 2003
 1/1/132 Broad-based Black Economic Empowerment Act
 No 53 of 2003
 1/1/133 Nursing Act No 50 of 1978
 1/1/134 Tourism Act No 8 of 2003 (E C)
 1/1/135 Deeds Registries Act (Act No 47 of 1937)
 1/1/136 Firearms Control Act (Act No 43 of 2003)
 1/1/137 State Tender Board Act (Act 86 of 1968)
 1/1/138 Conservation of Agricultural Resources Act
 (Act No. 43 of 1983)
 1/1/139 Preferential Procurement Policy : Framework Act
 No. 5 of 2000
 1/1/140 Intergovernmental Relations Framework Bill: 2004
 1/1/141 National Environmental Management Biodiversity
 Act 2004 (Act No 10 of 2004)
 1/1/142 Disaster Management Act : Act No 57 of 2002
 1/1/143 National Water Act 1998 : Act No 36 of 1998
 1/1/144 Museums Act 2004
 1/1/145 Public Investment Corporation Act 2004
 1/1/146 Project & Construction Management Profession
 Act (Act No 48 of 2000)
 1/1/147 Sea Birds & Seals Protection Act 46 of 1973
 1/1/148 Company Law 2004
 1/1/149 National Nuclear Regulator Act (Act No 47 of
 1999)

- 1/1/1/150 Financial Intelligence Centre Act (38/2001)
- 1/1/1/151 Establishment of Collecting Societies
- 1/1/1/152 Marketing Agricultural Products Act, 1996 (Acts No. 47 of 1996)
- 1/1/1/153 National Energy Regulator Act 2004 (REDs)
- 1/1/1/154 Auditing Profession Bill 2005
- 1/1/1/155 Cross-Boundary Municipalities Act 2005
- 1/1/1/156 National Railway Safety Regulator Act (16/2002)
- 1/1/1/157 National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998)
- 1/1/1/158 Municipal Fiscal Powers and Functions Bill/Act
- 1/1/1/159 Revision of The White Paper on Local Government and Formulation of a White Paper on Provincial Government
- 1/1/1/160 National Ports Act No. 12 of 2005
- 1/1/1/161 Merchant Shipping National Small Vessel Safety Reg. 2007
- 1/1/1/163 Aviation Act, 1962 (Act No. 74 of 1962)
- 1/1/1/164 Public Administration Management Bill
- 1/1/1/165 National Credit Regulations 2006
- 1/1/1/166 Judicial Matters Amendment Bill 2008
- 1/1/1/167 Broadcasting Act Amendment Bill 2008
- 1/1/1/168 National Land Transport Bill and the National Road Traffic Amendment Bill/Traffic Road Act
- 1/1/1/169 Long Term Insurance Act 1998
- 1/1/1/170 Financial Advisory and Intermediary Services Act 2002 (Act No. 37 of 2002)
- 1/1/1/171 Provincial Notice 80 dated 27/09/00 issued in terms of Section 12 of the Local Government: Municipal Structure's Act (Act No. 117 of 1998)
Establishment: BCM
- 1/1/1/172 Government Gazette – Commencement of the mandating procedure of Provinces Act 2008 (Act No. 52 of 08)
- 1/1/1/173 National Environmental Management Waste Act (59/2008) National Domestic Waste Collection and Free Basic Refuse Removal
- 1/1/1/174 South Africa's Integrated Coastal Management Act : Act No. 24 of 2008
- 1/1/1/175 Safety at Sport and Recreational Events Act (2/2010)
- 1/1/2 Legal opinions
(For legal opinions related to the contravention of legislation, see 13/1)

1/2	<u>Provincial legislation and regulations</u>
1/2/1	<u>Drafting and amending</u> (Open a file for each act or ordinance and number consecutively)
1/2/1/1	Municipal ordinance
1/2/1/2	Road traffic ordinance
1/2/1/3	Shop hours ordinance
1/2/1/4	Registration and licensing of business ordinance
1/2/1/5	Nature conservation ordinance
1/2/1/6	Town planning ordinance
1/2/1/7	Valuation ordinance
1/2/1/8	Roads ordinance
1/2/1/9	Fire Brigade ordinance
1/2/1/10	Local authorities (Audit) ordinance
1/2/1/11	Crematorium ordinance
1/2/2	Legal opinions (For legal opinions related to the contravention of legislation, see 13/1)
1/3	<u>Council by-laws</u>
1/3/P	Policy
1/3/R	Routine enquiries
1/3/1	<u>General, Standard and Compulsary</u>
1/3/1/1	<u>Drafting, amendment, tabling</u> (Open a file for each by-law and number consecutively)
1/3/1/1/1	Waste Management By-law
1/3/1/1/2	Disposal of Human remains by-law
1/3/1/1/3	Noise By-law
1/3/1/1/4	Municipal Library Service
1/3/1/1/5	Street Trading By-law
1/3/1/1/6	By-law : Regulation of the Taxi Industry
1/3/1/1/7	Electricity Supply By-Law
1/3/1/1/8	Environmental Health By-law
1/3/1/1/9	Credit Control and Debt Collection By-law
1/3/1/1/10	By-Law Relating to Stormwater Management
1/3/1/1/11	By-Law Relating to Advertising Signs and the Disfigurement of the Front or Frontage of Streets
1/3/1/1/12	Water Services By-Laws
1/3/1/1/13	By-Law relating to Standing Rules and Orders for Council
1/3/1/1/14	Liquor Trading Hours By-Law
1/3/1/1/15	By-law relating to Roads and Streets
1/3/1/1/16	Municipal Property Rates By-Law
1/3/1/1/17	Transport By-laws and Traffic Engineering Guidelines

- 1/3/1/1/19 Promulgation of Parking By-law BCMM
- 1/3/1/1/20 Draft By-law on Informal Trading
- 1/3/1/1/21 Draft By-law relating to Dilapidated Buildings and Unsightly
Neglected Structures and Property
- 1/3/1/1/22 Draft By-law : Installation of Electronic Communication Facilities
- 1/3/1/1/23 Buffalo City Metropolitan Municipality Disaster Management By-law
-
- 1/3/1/2 Advertising, objections, publication
(Open a file for each by-law and number
consecutively)
-
- 1/3/1/3 Submission for approval by premier
(Open a file for each by-law and number
consecutively)

2. ORGANISATION AND CONTROL

- 2/P Policy
- 2/R Routine enquiries
- 2/1 Functions/Powers (Support for BCM)/Delegation
- 2/2 Survey to ascertain extension demands and systems investigation (Support for BCM)
- 2/3 Establishment of new sections/offices
(For posts control see 4/1)
- 2/4 Work planning and procedures (Strategic) (Support for BCM)
(Turnaround plan)

- 2/5 Delegation of authority
- 2/5/1 Temporary
- 2/5/1/1 Delegation of functions and powers to Executive Mayor
- 2/5/1/2 Delegation of powers and functions to officials
- 2/5/2 Permanent
- 2/5/2/1 From Council to Committees
- 2/5/2/2 From Committees to sub-committees
- 2/5/2/3 From Council to City Manager
- 2/5/2/4 From Council to Departmental Heads

- 2/6 Office instructions
- 2/6/1 From City Manager to Directors
- 2/6/2 From City Manager or Directors to General Managers and Heads of Department

- 2/7 Record control
- 2/7 Securities Records Control Securities
INCA – 5/8/R (2005)
DBSA 5/8/R (2005)
DBSA/IFC – 5/8/R (2005)
DBSA – Account Statements (Jan 2006) 5/8/R
INCA (Ring fencing guide 2004) (5/8/R)
Unihold Business Solutions (Securities File) 2/7 (Securities)
DBSA - Computerised Info Management System 5/8/28
INCA Loan Agreement – March 2006 (5/8/R)
DBSA – Loan Agreement E.L.T.L.C. (Securities File 2/7)
Agreement Re : Assumption of Functions : ELTLC/Mdantsane (2/7 Securities)

- 2/7/1 Filing system
- 2/7/1/1 Compilation and amendment
- 2/7/2 Disposal of records
- 2/7/2/1 Obtaining of disposal authority
- 2/7/2/2 Transfer
- 2/7/2/3 Destruction

- 2/7/3 Microfilming
(Disposal authority should be obtained on 2/7/2/1)
- 2/7/4 Data processing
(Disposal authority should be obtained on 2/7/2/1)
- 2/7/5 Inspections
- 2/7/6 Returns
(See par. 7 of the general instructions).
- 2/7/7 Computerisation/Document management
-
- 2/8 Privatisation
- 2/9 Grading of Local Authority/Metro Status
- 2/10 Co-operation between all Municipalities
- 2/11 Meetings of Heads
- 2/11/1 Arrangements/Schedule of meetings
- 2/11/2 Agendas
- 2/11/3 Minutes
- 2/12 Municipal Transformation Monitoring Programme (Messrs Aloe Cap (Pty))
- 2/13 City Development Strategy

3. OWN COUNCIL AND COUNCIL MATTERS

3/P	Policy
3/R	Routine enquiries
3/1	<u>Election</u>
3/1/1	<u>Council</u>
3/1/1/1	Determination of wards
3/1/1/2	Voter's roll
3/1/1/3	Nominations/Appointments/Expelled Councillors
3/1/1/4	Polling booths
3/1/1/5	Presiding officer and polling officer : appointment
3/1/1/6	Petitions
3/1/1/7	<u>Revision court</u>
3/1/1/7/1	Appointment of members
3/1/1/7/2	Agenda and minutes
3/1/1/8	Municipal Elections
3/1/1/9	Municipal By-elections
3/1/2	<u>Council committees</u>
3/1/2/1	Mayoral Committee and Terms of Reference of Section 80 Committees
3/1/2/2	Community Services
3/1/2/3	Finance Standing Committee
3/1/2/4	Development Planning Standing Committee
3/1/2/5	Economic Development and Tourism Standing Committee
3/1/2/6	Engineering and Infrastructure Development Standing Committee
3/1/2/7	IDP, Budget and Performance Management Standing Committee
3/1/2/8	Corporate Services Standing Committee
3/1/2/9	Special Programs Standing Committee
3/1/2/10	Sustainable Development and Integrated Environment Management Standing Committee
3/1/2/11	Aesthetics Sub-committee
3/1/2/12	Asset Register sub-committee
3/1/2/13	Audit Committee
3/1/2/14	Budget Committee
3/1/2/15	Clean City Campaign Sub-committee
3/1/2/16	Demarcation Board Committee
3/1/2/17	Employment Equity Steering Committee
3/1/2/18	Executive Mayor's Business Forum
3/1/2/19	Finance Task Team Mayors Capital Spending Evaluation
3/1/2/20	Free Basic Services Sub-committee
3/1/2/21	GIS Task Team

3/1/2/22 Grant-in-aid Sub-committee
 3/1/2/23 Housing Committee
 3/1/2/24 Mdantsane Urban Renewal Sub-committee
 3/1/2/25 Multi-party sub-committee
 3/1/2/26 Name Change sub-committee
 3/1/2/27 Pre-payment Electricity Vending System
 sub-committee
 3/1/2/28 Promotion of Access to Information Act
 sub-committee
 3/1/2/29 Reeston sub-committee
 3/1/2/30 Restructuring Grant sub-committee
 3/1/2/31 RDP Committee
 3/1/2/32 Senior Management strategic committee
 3/1/2/33 SIDA committee
 3/1/2/34 Special cases sub-committee
 3/1/2/35 Taxi sub-committee
 3/1/2/36 Waste Management Sub-committee
 3/1/2/37 Credit Control sub-committee
 3/1/2/38 Leiden Platform committee
 3/1/2/39 BID Committee (Tender)
 3/1/2/39/1 Bid Specification
 3/1/2/39/1/1 Bid Specification Committee 1
 3/1/2/39/2 Bid Evaluation
 3/1/2/39/2/2 Bid Evaluation Committee 2
 3/1/2/39/2/3 Bid Evaluation Committee 3
 3/1/2/39/2/1 Bid Evaluation Committee 1
 3/1/2/39/3 Bid Adjudication
 3/1/2/40 Remuneration sub-committee
 3/1/2/41 Project Management team : Water services authority
 3/1/2/42 Fleet Operations Committee
 3/1/2/43 General Manager's Forum/Staff up to level 5
 3/1/2/44 Rules and Ethics Committee
 3/1/2/45 Bisho/King William's Town
 Integration Task Team
 3/1/2/46 Oversight Committee Ad hoc
 3/1/2/47 Events Steering Committee
 3/1/2/48 Duncan Village Redevelopment Initiative: BCM Project Steering Committee
 3/1/2/49 Absenteeism Management Committee
 3/1/2/50 ICT Steering Committee
 3/1/2/51 Council Committees
 Public Safety, Health and Disaster Management
 3/1/2/52 Metro Readiness Process:- Political Steering Committee
 3/1/2/53 Social Facilitation Committee
 3/1/2/54 Economic Advisory Committee
 3/1/2/55 MPACS
 3/1/2/56 Petitions Management Committee
 3/1/2/57 Committee to Investigate Fruitless and Wasteful Expenditure

3/1/2/58	Mayor's Capital Spending Committee
3/1/2/59	Ethics Committee
3/1/2/60	Rapid Response Task Team Sub-committee
3/1/2/61	Sport Sponsorship Sub-committee
3/1/2/62	Bricks Local Organising Committee :- Close Out Report
3/1/2/63	Risk Management Committee
3/1/2/64	Selection Committee
3/1/2/65	Buffalo City Metropolitan Municipal Planning Tribunal
3/1/2/66	Establishment of Council Standing Committee Whips
3/1/3	<u>Office bearers</u>
3/1/3/1	Election of Executive Mayor and Deputy Executive Mayor
3/1/3/2	Election of Speaker
3/1/3/3	Full-time Whip
3/1/3/4	Office Bearers : Standing Comm Mayor's Comm/ Portfolio Holders and Terms of Reference
3/1/3/5	Traditional Leaders
3/1/4	Election of Council representatives on outside bodies
3/1/4/1	Election of Councillors to Amatola District Council
3/2	<u>Meetings</u>
3/2/1	<u>Main files</u>
3/2/1/P	Policy
3/2/1/1	Motions
3/2/1/2	Questions by members
3/2/1/3	Outstanding resolutions/items withdrawn/deferred
3/2/1/4	Leave of absence
3/2/1/5	Caucus meetings
3/2/1/6	Standing orders
3/2/1/7	Municipal prayer before meeting
3/2/1/8	Terms of reference
3/2/1/9	Control of order at meetings/Rules of order
3/2/2	<u>Council</u>
3/2/2/1	Arrangements (Simon vs Others)
3/2/2/2	Agendas – Distribution (Confidential)
3/2/2/3	Minutes
3/2/2/4	Establishment of Buffalo City Metropolitan Municipality
3/2/3	<u>Committees</u>
3/2/3/1	Arrangements

3/2/3/2	Agendas
3/2/3/3	Minutes
3/3	<u>Matters concerning councillors</u> (Only matters which cannot be placed elsewhere – financial matters are eg. Placed on 5/12 and qualification for Election on 3/1/1/3)
3/3/1	Trade with councillors (declaration of interests/benefits)
3/3/2	Awards and testimonials to Councillors
3/3/3	Councillors resignations.
3/3/4	Code of conduct
3/3/5	Training courses/workshops/seminars
3/4	Junior Council
3/5	<u>Council regalia</u>
3/5/1	Mayoral regalia
3/5/2	Councillors robes/Badges/Photographs
3/6	<u>Ward committees</u>
3/6/P	Policy
3/6/R	Routine enquiries
3/6/1	<u>Election of</u>
3/6/1/1	Ward 1
3/6/1/2	Ward 2
3/6/1/3	Ward 3
3/6/1/4	Ward 4
3/6/1/5	Ward 5
3/6/1/6	Ward 6
3/6/1/7	Ward 7
3/6/1/8	Ward 8
3/6/1/9	Ward 9
3/6/1/10	Ward 10
3/6/1/11	Ward 11
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3/6/1/43	Ward 43
3/6/1/44	Ward 44
3/6/1/45	Ward 45
3/6/1/46	Ward 46
3/6/1/47	Ward 47
3/6/1/48	Ward 48
3/6/1/49	Ward 49
3/6/1/50	Ward 50
3/6/2	Code of Conduct/Terms of reference
3/6/3	Ward Committees : Functions/delimitation
3/6/4	BCMM Public Participation Strategy

4. STAFF

(Files under this main series should be used for general staff matters only. Correspondence in connection with a particular person is placed on the Personal files which do not form a part of this filing system.) (See Lists of Separate case files)

4/1

Posts control

17. For surveys to ascertain extension demands, system investigations, establishment of new sections/offices, see main series 2.

17. Posts control has only to do with posts structure and not with the staff filling the posts, i.e.

- a. Estimates
- b. Designation and classification of posts
- c. Creation and conversion of posts.)

4/1/1

Main Files

4/1/1P

Policy

4/1/1/R

Routine enquiries

4/1/1/1

Furnishing of Information

4/1/1/1/1

To other bodies

4/1/1/1/2

By other bodies

4/1/1/2

Duty sheets

4/1/1/3

Evaluation of posts/Benchmarking

4/1/1/4

Job descriptions

4/1/1/5

Advertisement of vacancies/vacant posts

4/1/2

Departments : Buffalo City Organisational Structure

4/1/2/1

City Manager

4/1/2/1/1

Integrated Development Planning

4/1/2/2

Director : Development Planning

4/1/2/3

Director : Social Services

4/1/2/4

Director : Engineering Services

4/1/2/5

Chief Financial Officer

4/1/2/6

Mayor's Office

4/1/2/7

Director : Corporate Services

4/1/2/7/1

Strategic Support

4/1/2/7/2

Human Resources

4/1/2/7/3

Organisational Support

4/1/2/7/4

Director : Public Safety, Health and Disaster Management

4/1/2/7/5

Chief Operating Officer

4/1/3

METRO : Organisational Structure

4/2

Determination of conditions of service

17. For grants, payments and deductions see 4/5

	sub-series.
	2. For negotiations with trade unions see 4/10/1)
4/2/1	Salary scales
4/2/2	Leave
4/2/3	Official hours of attendance
4/2/4	Conditions of Service
4/3	<u>Vacancies and appointments</u>
4/3P	Policy/Staff Provisioning
4/3/R	Routine enquiries (critical vacant posts)
4/3/1	Temporary/Part time appointments
4/3/1/1	Holiday work/Casual employees
4/3/1/1/1	Internship : Students
4/3/2	<u>Permanent employees</u> (As soon as a person is appointed, his/her personal documents are removed from the files hereunder and transferred to his/her personal file. See list of series of separate case files.)
4/3/2/1	Section City Manager
4/3/2/2	Section Director Development Planning
4/3/2/3	Section Director Community Services
4/3/2/4	Section Director Engineering Services
4/3/2/5	Section Chief Financial Officer
4/3/2/6	Section Mayor's Office
4/3/2/7	Section Directorate Corporate Services
4/3/2/7/1	Section Strategic Support, Director, Executive Mayor
4/3/2/7/2	Section Human Resources
4/3/2/7/3	Section Organisational Support
4/3/2/7/4	Section: Policy and Research
4/3/2/7/5	Section Director Public Safety, Health and Disaster Management
4/3/2/7/6	Chief Operating Officer
4/3/2/7/7	Extension of Appointment : Project Specialist Department of Economic Development Agencies
4/3/2/7/8	Appointment of Head of Directorate:- Solid Waste and Environmental Management
4/3/2/7/9	Appointment of Head of Directorate:- Sports Recreation and Community Development
4/3/3	Affirmative Action
4/3/4	Permanent Employees Talent/Skills Retention
4/3/5	Human Resources Strategy
4/3/6	BCM Knowledge Management Framework and Strategy
4/4	<u>Training and qualifications</u>
4/4/P	Policy
4/4/R	Routine enquiries

4/4/1	Scholarships
4/4/2	Training Program/Staff Development
4/4/2/1	Local Government Training
4/4/2/2	Workshops and seminars
4/5	<u>Financial</u>
	17. Aspects regarding Conditions of Service are To be dealt with under 4/2.
	2. All deductions should be dealt with on the 4/5/3 sub-division)
4/5/P	Policy
4/5/1	Salaries and overtime/Appreciation tokens/Bonuses
4/5/2	<u>Payment of allowances</u> (For Councillors see 5/12)
4/5/2/1	Subsistence and transport
4/5/2/2	Leave
4/5/2/3	Housing
4/5/2/4	Removal expenses
4/5/2/5	Acting allowances
4/5/2/6	Essential user/Transport/Locomotion
4/5/2/7	Danger/Standby
4/5/2/8	Long service awards
4/5/2/9	Cashier shortage allowance
4/5/3	<u>Deductions</u>
4/5/3/1	Income Tax
4/5/3/2	Pension
4/5/3/3	Insurance/Group Life
4/5/3/4	Medical Aid
4/5/3/5	Bursary to staff
4/5/3/6	Emolument orders
4/5/3/7	Unemployment and Insurance
4/5/4	<u>Loans</u>
4/5/4/1	Housing
4/5/4/1/1	Collateral security
4/5/4/2	Study
4/5/4/3	Purchase of Motor vehicle
4/5/4/4	Computer loans
4/5/5	<u>Pension Fund</u>
4/5/5/1	Application for membership

4/5/6	<u>Insurance</u>
4/5/6/1	Medical benefit
4/5/6/2	Accident insurance (Compensation)
4/5/7	Provident fund
4/6	<u>Termination of service</u>
4/6/1	Testimonials and service certificates/ID Cards
4/6/2	Retirement/Demise/Medical Boarding
4/6/3	Retrenchment
4/6/4	Dismissal
4/6/5	Termination of Service Suspension
4/7	<u>Staff control</u>
4/7P	Staff Control
4/7/1	Code of conduct
4/7/2	Office hours
4/7/3	Leave and relief arrangements
4/7/4	Complaints against staff
4/7/5	Clothing
4/7/5/1	Uniforms (For purchasing see sub-series 6/1/2/3)
4/7/6	<u>Municipal vehicles</u>
4/7/6/P	Policy
4/7/6/1	Use of Municipal vehicles
4/7/6/2	Abuse of Municipal vehicles
4/7/6/3	Maintenance and hire of
4/7/6/4	Fleet Management
4/7/7	Disciplinary Code (fraud policy) (declaration of interests/benefits) (Fraud and Corruption)
4/7/8	Permission to undertake private work
4/8	<u>Staff evaluation and grading</u> (For posts evaluation and grading see 4/1)
4/8/1	Merit assessment
4/8/1/1	Performance appraisal/Audit skills/Competency
4/8/1/2	Performance Management System/Municipal mentoring
4/8/1/2/1	VUNA Awards : Municipal Performance Excellence awards
4/8/1/2/2	Performance Awards
4/9	<u>Staff returns and Statistics</u>

	(See par.7 of the general instructions)
4/9/1	Accidents at work
4/9/2	General staff statistics
4/9/3	Safety occupational health
4/9/3	Staff Health and Safety
4/10	<u>Labour relations</u>
4/10/1	Negotiations with trade unions and staff associations
4/10/1/1	Independent Municipal and Allied Trade Union IMATU
4/10/1/2	South African Municipal Workers Union S.A.M.W.U
4/10/1/3	National Education and Health Allies Workers Union
4/10/1/4	Democratic Municipal and Allied Workers Union of South Africa (DEMAWUSA) NEHAWU and FOCSWU
4/10/2	Labour disputes/Grievances
4/11	<u>Productivity</u>
4/11/P	Policy
4/11/R	Routine enquiries
4/11/1	Communications strategy and action/Customer care/Mayoral Imbizo
4/11/1/1	Metro Communicators Forum (MCF)
4/11/2	Brand : Buffalo City

5. FINANCE

(For staff finance see 4/5 sub-series)

5/1 Budget

5/1/P Policy

5/1/1 Annual Estimates – Compilation of

5/1/1/1 Capital

(Open a file cover for each year eg. 5/1/1/1
- 2002/03; 5/1/1/1 – 2002/2004)

5/1/1/1/2006/2007 New Capital Project for 2006/2007

Financial year – Meter Reading System

5/1/1/1/06/07 Capital Budget

5/1/1/1/08/09 Management and Implementation of Capital Project/
Budget 2008/2009

5/1/1/1/09/10 Management and Implementation of Capital Project Budget 2009/2010

5/1/1/1/10/11 Finance Capital Project/Budget 2010/2011

5/1/1/1(11/12) Acknowledgement of Receipt : Draft Budget and Budget Related
Documents 2011/12

5/1/1/1(12/13) Capital Budget

5/1/1/1(13/14) Capital Budget 2013/2014

5/1/1/1(14/15) Budget Steering Committee and Capital Budget Expenditure

5/1/1/1(15/16) Financial Performance and Implementation of 2015/16 Budget for
Period Ending 29 February 2016

5/1/1/1(16/17) Implemented Virement Requests

5/1/1/1(17/18) Mid-year Adjustment Budget

5/1/1/1(18/19) IDP, MTREF and BEPP Plan Review

5/1/1/1(18/19) 2018/19 Mid-year Adjustment Budget

5/1/1/1(19/20) BCMM Draft IDP Review MTREF and BEPP Plans 2019/2020

5/1/1/1(20/21) Draft 2020/2021 IDP Budget PMS Process Plan (Time and IDP
Road Shows)

5/1/1/2 Revenue (Operating budget)

(Open a file cover for each year eg. 5/1/1/2
- 2002/03; 5/1/1/2 – 2003/2004)

5/1/1/2(06/07) Revenue (Operating Budget)

5/1/1/2(07/08) Revenue (Operating Budget)

5/1/1/2(08/09) 2008/2009 Draft Medium Term Revenue and Expenditure (MTREF)
Budget

5/1/1/2(09/10) Revenue and Expenditure Budget 2009/2010

5/1/1/2(10/11) Revenue and Expenditure Budget

5/1/1/2(12/13) Revenue Budget
5/1/1/2(14/15) Infrastructure Services – Budget Expenditure
5/1/1/2(15/16) Low Expenditure
5/1/1/2(16/17) 2016/17 First (Roll-over) Adjustment Budget Report
5/1/1/2(17/18) 2017/18 First (Roll-over) Adjustments Budget
5/1/1/2(18/19) 2018/19 First (Roll-over) Adjustment Budget Report

5/1/1/3 Adjustments to Annual Estimates
5/1/1/4 Integrated Development plan (IDP)
5/1/1/5 Three Year Budget Plan
5/1/2 Financial Statements
5/1/2/1 Cash flow

5/1/3 Budgetary control
5/1/3/1 Corporate Services
5/1/3/2 City Manager
5/1/3/3 Chief Financial Officer
5/1/3/4 Property Manager
5/1/3/5 Budget Control, Directors Executive, Mayors Office

5/1/12(16/17) Municipal Budget Circular 2016/17:-
MTREF – Municipal Finance Management
Act (MFMA) Circular 78

5/1/13(15/16) First Roll-over Adjustment Budget

5/2 Evaluations
5/2/P Policy
5/2/R Routine enquiries
5/2/1 Interim valuation
5/2/2 General valuation
5/2/3 Appointment of appraiser
5/2/4 Valuation roll
5/2/5 Valuation Court
5/2/5/1 Appointment of appeal board
5/2/6 Valuation certificates
5/2/7 Objections against valuations

5/3 Taxes/Rates
5/3/1 Land and property tax
(For collection see 5/13/5)
5/3/1/P Policy
5/3/1R Routine enquiries
5/3/1/1 Determination of Rates

5/3/1/2 Rates clearance certificate
(Eg. when property is transferred)

5/3/1/3	Exemptions
5/3/1/4	Differential rating
5/3/1/5	Rate rebate scheme
5/3/1/6	Assessment on Government Property
5/3/1/7	Rates – monthly payments
5/3/1/8	Business Tax
5/4	<u>Loans</u> (For staff loans see 4/5/4 and for loans to the public see 5/16/1/3)
5/4/P	Policy
5/4/R	Routine enquiries
5/4/1	<u>Borrowing powers</u>
5/4/1/1	Applications and approvals
5/4/1/2	Credit (CA) Ratings
5/4/2	<u>External loans</u>
5/4/2/1	Short term loans
5/4/2/2	<u>Long term loans</u>
5/4/2/2/1	Development Bank of South Africa- Umzoniana Purification works
5/4/2/2/2	Development Bank of South Africa – Scenery Park Electrification
5/4/2/2/3	Development Bank of South Africa – Mdantsane Electrification
5/4/2/2/4	DBSA – Airport Phase 2A Housing Project
5/4/2/2/5	DBSA – West Bank Waste water project
5/4/2/2/6	West Bank Restitution Project (West Restitution Association West Section 21 Company)
5/4/2/2/7	DBSA/International Finance Corporation (I.F.C)
5/4/2/2/8	D.B.S.A. : Capital Development Programme Facility Phase iv
5/4/3	<u>Internal loans</u>
5/4/3/1	Endowment Fund
5/4/3/2	Capital development fund
5/4/3/3	Consolidated Loans Fund
5/5	<u>Rates/Tariff</u>
5/5P	Policy
5/5R	Routine enquiries
5/5/1	<u>Determination of Tariffs</u>
5/5/1/1	Water
5/5/1/2	Electricity
5/5/1/3	Bus
5/5/1/4	Fire levy

5/5/1/5	Availability charges
5/5/1/6	Refuse removal – bin charges
5/5/1/7	Dog tax
5/5/1/8	Queens Park – entrance fee
5/5/1/9	Parking fees
5/5/1/10	Aquarium – Admission fee
5/5/1/11	Plan scrutiny fee
5/5/1/12	Parks/Halls charges
5/5/1/13	Conservancy charges
5/5/1/14	Trade effluent charges/Wastewater
5/5/1/15	Swimming baths
5/6	<u>Subsidies received</u>
5/6P	Policy
5/6/1	<u>Individual subsidies</u>
5/6/1/1	Roads
5/6/1/2	Library
5/6/1/3	Health
5/6/1/4	Fire Brigade
5/6/1/5	National/Provincial Treasury (Metro Fuel Levy)
5/7	<u>Deposits</u>
5/7P	Policy
5/7/1	Water and electricity
5/7/1/1	Collateral security
5/7/2	Street frontage
5/7/3	Contracts
5/8	<u>Funds and levies</u>
5/8/P	Policy
5/8/R	Routine enquiries
5/8/1	Capital development fund
5/8/2	Reserve fund
5/8/3	Parking areas development fund
5/8/4	National Housing fund
5/8/5	Sewerage Tariff stabilisation fund
5/8/6	National Training Board levy/Seta
5/8/7	Independent Development Trust Fund
5/8/9	Metropolitan Transport Fund
5/8/10	Strategic Oil Reserve Fund
5/8/11	Mayor’s Relief Fund for the Homeless/Disaster Relief Fund
5/8/12	Self-insurance Fund
5/8/13	Urbanisation Fund
5/8/13/1	Masakhane Campaign
5/8/13/2	Listening Campaign/Pay ‘n Save campaign/ Customer Incentive Policy

5/8/14 Fund to upgrade Water and Sewerage Reticulation
Mdantsane Zone 1 – 17

5/8/15 Fund re Inter Governmental Grant/Pilot Projects

5/8/16 Fund re Bulk and connector Infrastructure Grant (BCIG)/
/Equitable shares

5/8/17 U S Aid funding

5/8/18 Local Government Restructuring grant

5/8/19 Municipal Systems Improvement grant

5/8/20 Local Government Financial Management Fund/Grant

5/8/21 Local Economic Development Fund

5/8/22 Tourism Fund

5/8/23 National Lottery Distribution Trust Fund

5/8/24 Fund for Planning, Survey and Valuations Costs

5/8/25 National Electricity Regulator Electrification funding

5/8/26 CMIP – Consolidated Municipal Infrastructure
Program fund

5/8/27 Mdantsane Urban Renewal Fund

5/8/28 DBSA Development Fund/Grant funding

5/8/29 RDP – Reconstruction and Development Fund

5/8/30 Community partnership grant

5/8/31 DWAF Grant funding : Sewage treatment works take over

5/8/32 Fund for economic development projects in Wards 9 and 11

5/8/33 Local Government Transition Fund

5/8/34 Disaster Management Grant

5/8/35 Municipal Infrastructure Investment Grant (MIG)
Grant funding (Expanded Works Programme)

5/8/36 German funding

5/8/37 European project funding in Mdantsane (CBD)

5/8/38 The Neighbourhood Development Partnership Grant (NDPG) from
Development Planning

5/8/39 Department of Sport Recreation Arts and Culture : 2010 Stadium Grant

5/8/40 Urban Settlement Development Grant (USDG)

5/9 Investments

5/9/P Policy

5/9/R Routine enquiries

5/9/1 Long term investments

5/9/2 Short term investments

5/9/3 Investors - Stock certificates

5/10 Claims
(For claims against the Council See 13/3/2)

5/10/1 Salaries

5/10/2 Accidents

5/10/3 Compensation

5/11 Settlement of accounts
 5/11/R Routine enquiries
 5/11/1 Sundry Debtors
 5/11/2 Telephone
 5/11/3 Railage
 5/11/4 Overhead rates – departments
 5/11/5 Stores on cost charges
 5/11/6 Gompo Hawker’s Association : Payment of containers
 5/11/7 Government Departments
 5/11/8 Value Added tax

5/12 Grants (Allowances) and Pension Fund Councillors
 (For staff see 4/5/2)
 5/12/1 Payment of grants (allowances)
 5/12/1/1 Executive Mayor
 5/12/1/2 Executive Deputy Mayor
 5/12/1/3 Councillors (ANC Levies)
 5/12/2 Pension fund matters

5/12/2/1 Housing Loans : Councillors Pension Fund members
 5/12/3 Medical Aid
 5/12/4 Travel and subsistence allowances
 5/12/5 Compassionate Grant : Councillors Funeral cost
 5/12/6 Motor vehicle scheme
 5/12/7 Cell phone use
 5/12/8 PAYE matters
 5/12/9 Insurance for Councillors’ Properties

5/13 Collection of money
 5/13/1 Water and electricity
 (Open a file for each area and number
 consecutively)
 5/13/1/1 East London
 5/13/1/2 Mdantsane
 5/13/1/3 Gonubie
 5/13/1/4 Beacon Bay
 5/13/1/5 King William’s Town, Bisho
 5/13/1/6 Berlin
 5/13/1/7 Rural areas
 5/13/1/8 Coastal areas

5/13/2 Fire Brigade
 5/13/3 Traffic fines
 5/13/4 Vending machines (Pre-payment meter)

5/13/5 Taxes (Rates)

(Open a file for each area and number consecutively)

5/13/5/1	East London
5/13/5/2	Mdantsane
5/13/5/3	Gonubie
5/13/5/4	Beacon Bay
5/13/5/5	King William's Town, Bisho
5/13/5/6	Berlin
5/13/5/7	Rural areas
5/13/5/8	Coastal areas
5/13/6	<u>Credit Control</u>
5/13/6/P	Policy
5/13/6/R	Routine enquiries
5/13/6/1	Debt collection
5/13/6/2	Administration Orders
5/13/6/3	Service Guarantees
5/14	<u>Insurance</u>
5/14/R	Routine enquiries
5/14/1	Appointment of brokers
5/14/2	<u>Cases</u>
5/14/2/1	All Risk
5/14/2/2	Fire
5/14/2/3	Third Party
5/14/2/4	Money and cash in transit
5/14/2/5	Machinery breakdown insurance
5/14/2/6	Vehicle
5/14/2/7	Stated benefits and common law liability insurance
5/15	<u>Accounting responsibility</u>
5/15/1	<u>Audit</u>
5/15/1/1	Provincial audit (TAP – Turnaround Plan) (Open a file cover for each year eg. 5/15/1/1 (2002/2003); 5/15/1/1 (2003/2004)
5/15/1/1/2	Informal audit queries
5/15/1/1/3	Performance audit
5/15/1/1/4	Forensic audits
5/15/1/1/05/06	Provincial Audit Accounting Responsibility
5/15/1/1/07/08	Provincial Audit Accounting Responsibility
5/15/1/1/08/09	Provincial Audit Accounting Responsibility
5/15/1/1/09/10	Operation Clean Audit in the Province of the Eastern Cape
5/15/1/1/10/11	Accounting Responsibility Provincial Audit
5/15/1/1/12/13	Accounting Responsibility (Audit)

5/15/1/1/16/17 2016/17 Midyear Budget and Performance Assessment Report

5/15/1/2	<u>Internal audit</u>
5/15/1/2/R	Routine enquiries
5/15/1/2/1	Monthly reports
5/15/1/2/2	Risk assessment/management
5/15/1/2/3	Forensic investigations
5/15/1/2/4	Administrative Law (Mr Kirkland)
5/15/1/3	Stocktaking
5/15/1/4	Asset Management
5/15/1/4/1	Asset Management - Immovable
5/15/1/5	Value for money auditing
5/15/1/6	Petty cash
5/15/1/7	Cashier's float
5/15/1/8	Walk thru audit
5/15/1/9	Customer Accounts Database
5/16	<u>Financial assistance</u>
5/16/1	<u>By council to the public</u>
5/16/1/P	Policy
5/16/1/1	Donations
5/16/1/1/1	Financial assistance : Projects
5/16/1/2	<u>Bursaries</u>
5/16/1/2R	Routine enquiries
5/16/1/3	Loans
5/16/1/4	Grants-in-aid
5/16/1/4/1	Organisations classified eligible for grants
5/16/1/4/2	Grants-in-aid : Rates
5/16/1/5	<u>Through Mayor's funds</u>
5/16/1/5/1	Mayor's relief fund/Social responsibility fund
5/16/1/5/2	Mayor's benevolent fund
5/16/1/6	Free Basic services/Customer incentives/Pay and win
5/16/1/7	Indigent Policy
5/17	<u>Losses</u>
5/17/1	Bad debts
5/17/2	Theft, Loss, Damage of municipal property
5/17/2/1	Cash shortage
5/17/3	Capital assets written off
5/18	<u>Banking account</u>
5/18/P	Policy

5/18/R	Routine enquiries
5/18/1	Signing authority
5/18/2	Control over issuing of cheques/Bank cards
5/18/3	Bank commission payable
5/18/4	Electronic banking/Easy pay
5/18/5	Appointment of Banker
5/18/6	Bank Safe Custody
5/19	<u>Reports and returns</u> (See par.7 of the general instructions)
5/19/1	Bank reports
5/19/2	Statistics
5/19/3	Press report on City finance
5/19/4	Ratepayers Association
5/20	Donations to Council
5/21	<u>Rewards</u>
5/21P	Policy
5/21/1	Vandalism : Reward system

6. DOMESTIC SUPPLIES AND SERVICES

(1. For tenders, quotations and contracts see main series 8.

(2 .Domestic supplies and services related to buildings, structures and grounds designed specifically for the benefit of the community are dealt with under the main series for essential and community services.)

6/1 Domestic supplies

6/1P Policy

6/1/2 Acquisition and Maintenance

6/1/2/1 Furniture and office equipment

6/1/2/1/1 City Manager's office

6/1/2/1/2 Chief Financial Office

6/1/2/1/3 Directorate : Development Planning

6/1/2/1/4 Directorate : Engineering Services

6/1/2/1/5 Directorate : Social Services

6/1/2/1/6 Directorate : Corporate Services

6/1/2/1/6/1 Strategic Support

6/1/2/1/6/2 Human Resources

6/1/2/1/6/3 Organisational Support

6/1/2/1/7 Mayor's Office

6/1/2/2 Stationery

(Including the printing of forms)

6/1/2/3 Uniforms

6/1/2/4 Office Machinery

6/1/2/4/1 Photostat machines

6/1/2/4/2 Fax machines

6/1/2/4/3 Franking machines

6/1/2/4/7 Office Accommodation

6/1/3 Disposal of surplus and obsolete supplies

6/2 Domestic services

6/2/P Policy

6/2/1 Transport

6/2/1/1 Applications and approvals

6/2/1/2 Accident reports

6/2/1/3 Writing off and disposal of obsolete
and scrap vehicles and plant

6/2/2 Communication

(Excluding transport)

6/2/2/1 Postal services

6/2/2/2	Telephone service
6/2/2/2/1	Cellular telephones
6/2/2/2/2	P.A.B.X.
6/2/2/2/3	3G Cards
6/2/2/3	Telefax
6/2/2/4	Intercom
6/2/2/5	E-mail
6/2/2/6	Television
6/2/2/7	Radio
6/2/2/8	Internet
6/2/2/9	Intranet
6/2/3	Translation service
6/2/4	<u>Security services</u>
6/2/4/R	Routine enquiries
6/2/4/1	Fire arms
6/2/4/2	Burglar alarms
6/2/4/3	Appointment of private security guards
6/2/5	<u>Computer services</u>
6/2/5/P	Policy
6/2/5/R	Routine enquiries
6/2/5/1	All data capturing equipment(including digital orthophotography mapping/GIS)
6/2/5/2	Buffalo City computer system (application and allocation of computers)
6/2/5/3	Data network (including radio data network)
6/2/5/4	Development of a website
6/2/6	<u>Electronic equipment</u>
6/2/6/1	Integrated municipal voice technology system/Microphones

7. BUILDINGS AND GROUNDS

(All council buildings, structures and grounds designed specifically for the benefit of the community are dealt with under the main series for essential and community services)

- 7/1 Buildings
- 7/1P Policy
- 7/1R Routine enquiries
- 7/1/R Buildings : Routine : Enquiries
Replacement Volume I

- 7/1/1 Acquisition
- 7/1/1/1 Purchase
(Open a case file for each property under the applicant's name and number consecutively)

- 7/1/1/1/1 Old Mutual Building, Oxford street, E.L.

- 7/1/1/2 Erection

- 7/1/1/2/1 New Civic Centre

- 7/1/1/3 Hire
(Open a case file for each property under the applicant's name and number consecutively)

- 7/1/1/3/1 East Coast Valuation Centre CC : Shop 2 and 3 Phalo House,
North Bisho : Community Service Refuse and Cleansing
Staff
- 7/1/1/3/2 T.Berndt : Greenfields Library : Reitz Avenue, Greenfields
- 7/1/1/3/3 Dimbaza Printers premises : E.C.D.C : Waste Management
Services Depot

- 7/1/2 Allocation
- 7/1/3 Maintenance
- 7/1/4 Alienation
- 7/1/4/1 Letting/Lease
(Open a case file for each property under the applicant's name and number consecutively)

- 7/1/4/1/R Routine enquiries

- 7/1/4/1/P Policy

- 7/1/4/1/1 Farm house : Erf 48246 : Egoli
- 7/1/4/1/2 M. Ncikana : Site 84 : Mdantsane North : Block yard

7/1/4/1/3 S.A. Football Ass., 4 Beacons Field Road,
East London

7/1/4/1/4 New Adventure Investments 142 (Pty.) Ltd.,
Taxi Rank, Mdantsane Erf 3772 Nu 12 (Portion
Of erf 351 Potsdam)

7/1/4/1/5 Andre Art Studio (Andre Grobler) : Land adjacent to
Orient Theatre, Orient Beach

7/1/4/1/6 Songezo Yeye : Ex Cecil Lloyd Clinic

7/1/4/1/7 Border Inflatable Boat Club : Storage facility under Lifesavers
Promenade and vacant building known as Light House
Café : Orient Beach

7/1/4/1/8 Border Technikon : Flat numbers 11 and 12; 15 and 16
: Fleet Street Fire Station

7/1/4/1/9 Leisure Homes for Senior Citizens : Erf 1473 :
Kennersley Park, Beacon Bay

7/1/4/1/10 Public Tender : Nahoon Tea Room

7/1/4/1/11 Public tender : Erf : 63 Buffalo Street, East London

7/1/4/1/12 Transtel : Portion 36 of erf 18870 : East London :
Container housing radio equipment

7/1/4/1/13 Alliance Property Group (Scarlet Ribbon 73 (Prop)
Ltd. : Erf 60023 : Braelynn Ext 2

7/1/4/1/14 Basil Kenyon Stadium/Border Rugby

7/1/4/1/15 Mr Mvomvo : Erf 32491 : Jabavu Street, Gompo

7/1/4/1/16 Telkom S.A. Ltd. : Various Municipal Sites :
Public pay telephones

7/1/4/1/17 KWT Pirates Sport Club : Portion Erf 1 : King
William's Town : Tharratts Field

7/1/4/1/18 Albert Sport Club : Portion of Erf 2222 : KWT :
Victoria Sports Grounds

7/1/4/1/19 Caretaker's Flat : Old Mutual Building

7/1/4/1/20 Lease of Portion of Erf 18879, East London for
Parking Purposes : UNITRANS

7/1/4/1/21 Butterfield Bakery

7/1/4/1/22 Galaxy Jewellers (Mr Price)

7/1/4/1/23 Daks (F I International)

7/1/4/1/24 Miloe

7/1/4/1/25 Vacant

7/1/4/1/26 Pollocks Prophoto

7/1/4/1/27 African Look Hair Salon

7/1/4/1/28 Sunbird Brokers

7/1/4/1/29 E.L. Savings & Credit Co-op

7/1/4/1/30 Old Mutual Group Schemes

7/1/4/1/31 Nehawu

7/1/4/1/32 Public Allied Workers Union

7/1/4/1/33 Limakhozu Development Agency

7/1/4/1/34 Lease : Portion of Erf 5152, E.L. : Two Rivers

Drive : Hemingways Casino for parking purposes
 Erf 5413 Oceanview
 7/1/4/1/35 Victoria Grounds : Gymnasium, KWT
 7/1/4/1/36 Ciskei Police Rifle Range, KWT
 7/1/4/1/37 Study Library, KWT
 7/1/4/1/38 Kings Garden : Mrs C. Randall, KWT
 7/1/4/1/39 King Confections (Pty) Ltd : Erf 2225, KWT
 7/1/4/1/40 Joseph Estruis – May Street, KWT
 7/1/4/1/41 Golf Club KWT : Portion Erf 5218, KWT
 7/1/4/1/42 Acre of Land at Rooikrantz Dam, KWT
 7/1/4/1/43 Portion of Commonage Camp G2, KWT
 7/1/4/1/44 Portion Erf 800 – Downing & Market Square,
 KWT
 7/1/4/1/45 Grinaker Construction : Commonage Camp G,
 KWT
 7/1/4/1/46 S.P.C.A. KWT
 7/1/4/1/47 Gordon Phillips : Portion Erf 2060, KWT
 7/1/4/1/48 A. July : Camp La, KWT
 7/1/4/1/49 Forbes Grant Secondary School, KWT
 7/1/4/1/50 O. Weyer, KWT, Whites Farm B&C
 7/1/4/1/51 Blasting Excavating (Pty) Ltd : Municipal Refuse
 Tip
 7/1/4/1/52 Border Club Ptn Camilla Square : Erf 3010 KWT
 7/1/4/1/53 O. Weyer : Grazing Camp L : Erf 359 KWT
 7/1/4/1/54 O. Weyer : Grazing Camp I, KWT
 7/1/4/1/55 Datamast Communications
 7/1/4/1/56 Dairy Sites 9 & 10 AC & BC Donian
 7/1/4/1/57 Balassi Dairy Site : Mrs Wilson, KWT
 7/1/4/1/58 Motor Cross Cycle Club, KWT
 7/1/4/1/59 S.L. Contractors : Erf 2060, KWT
 7/1/4/1/60 S A Embassy : Ptn Prince Alfred Square, KWT
 7/1/4/1/61 S. Dusterhoft : Ptn Camp G2, KWT
 7/1/4/1/62 Borough Bond, KWT
 7/1/4/1/63 Present Blasting Camp G, Poultry Farm KWT
 7/1/4/1/64 KAMADS Toc H Room at Town Hall KWT
 7/1/4/1/65 Kupygani Toc H Room at Town Hall KWT
 7/1/4/1/66 Lease Basement Room at Town Hall, Standard
 Bank KWT
 7/1/4/1/67 Full Gospel Church : Ptn Ground at Buffalo River
 and Old Peddie Road, KWT
 7/1/4/1/68 S.L. Contractors – Municipal Commonage, KWT
 7/1/4/1/69 Dale College : 2274 and 2275 and Fleet KWT
 7/1/4/1/70 Voortrekkers Ptn of Erf 1 : Commonage KWT
 7/1/4/1/71 W F Kieck (Pty) Ltd : Wally's Bottle Store KWT
 7/1/4/1/72 Pirie Trout Hatcheries : Director of Works KWT
 7/1/4/1/73 Ptn of 2134, Municipality, KWT
 7/1/4/1/74 Albert Rugby Football Club : Ptn Grand Victoria

Grounds KWT
 7/1/4/1/75 Bidli Farm House : H N Free : KWT
 7/1/4/1/76 KWT Riding Club : Old Abattoir Site, KWT
 7/1/4/1/77 Lease of Huts at Pirie Maiden Dam, KWT
 7/1/4/1/78 Giese Motors – Shell SA : Erf 2996, Ptn Reserve
 Road, KWT
 7/1/4/1/79 48 Market Street – E Kietzman, KWT
 7/1/4/1/80 29 Henry Street : Erf 2475, KWT
 7/1/4/1/81 Erf 3197, Tate Ass Pipe, KWT
 7/1/4/1/82 Quarry Sales (Border) (Pty) Ltd : Ptn Erf 359,
 KWT
 7/1/4/1/83 Paging Radio Services
 7/1/4/1/84 S A Defence Force, KWT Rifle Range, KWT
 7/1/4/1/85 King Tanning Co, KWT
 7/1/4/1/86 Indwe Driving School, KWT
 7/1/4/1/87 F W Schreiber : Camps K1, K2, M1, M2, N1, N2,
 KWT
 7/1/4/1/88 Commercial & Industrial Division : Erf 2235,
 Bisho Transport, KWT
 7/1/4/1/89 Peter Boyly Construction, KWT
 7/1/4/1/90 L.T.A. Building : N Reabow : Camp
 Grahamstown Road, KWT
 7/1/4/1/91 Quarry Sales – Ready Mix, KWT
 7/1/4/1/92 Erf 2179, Datnis Motors, KWT
 7/1/4/1/93 Erf 2469, F W Schreiber, KWT
 7/1/4/1/94 Market Square Shopping Centre, KWT
 7/1/4/1/95 Staff Housing : Alice Street, KWT
 7/1/4/1/96 Grazing Camp J – Jan Linde, KWT
 7/1/4/1/97 Post Office Construction : Camp Sweetwaters
 KWT
 7/1/4/1/98 Flying Site : Aircraft Camp J : KWT
 7/1/4/1/99 Gardening Purposes : Erf 2554, KWT
 7/1/4/1/100 BMX Club, KWT
 7/1/4/1/101 Municipal Quarry : Blue Quarry : Balassi Road,
 KWT
 7/1/4/1/102 Peter Hooper Investments : Ptn Erf 1299, KWT
 7/1/4/1/103 Methodist Church Room at Town Hall, KWT
 7/1/4/1/104 E A Birkholtz, Camp E, KWT
 7/1/4/1/105 S S Boucher, Camp D, KWT
 7/1/4/1/106 Sales House : Room in Town Hall, KWT
 7/1/4/1/107 KWT & Districts Child Welfare Society : Ptn
 Erven 93 & 96 Schornville, KWT
 7/1/4/1/108 KWT Homing Society : Ptn Erf 3010, Camilla
 Square, KWT
 7/1/4/1/109 KWT Cage Bird Society, KWT
 7/1/4/1/110 Dutch Reformed Church : Storage Bidli Farm,
 KWT

- 7/1/4/1/111 Mr C Sandow : Grazing Camp Q, KWT
- 7/1/4/1/112 Messrs Boucher Bros : Grazing Camp R, KWT
- 7/1/4/1/113 W C Wanckel : Market Building
- 7/1/4/1/114 Erf 784, KWT : Soup Kitchen, KWT
- 7/1/4/1/115 St Patricks School : Ptn Erf 1, Ginsberg , KWT
- 7/1/4/1/116 Botanical Gardens Offices : Erf 2180, KWT
- 7/1/4/1/117 B.E.S.L. House SA Legion : Erf 2242, KWT
- 7/1/4/1/118 Office Ablution – Taxi Forum, KWT
- 7/1/4/1/119 Dept of Transport : Ptn of Old Elec Dept, KWT
Civic Centre
- 7/1/4/1/120 Dept of Education : Ginsberg Township : KWT
Offices
- 7/1/4/1/121 MTN – Lease of Breidbach Water Tower, KWT
- 7/1/4/1/122 Methodist Church : Erven 9012 – 9015, KWT
- 7/1/4/1/123 Phalo House Erven 245 & 295, Bisho, KWT
- 7/1/4/1/124 Indwe House : Erf 310, Bisho, KWT
- 7/1/4/1/125 Pick ‘n Pay Shopping Centre : Erf 2995, Bisho,
KWT
- 7/1/4/1/126 Vodacom Tower between Erven 286 & 287
Ginsberg, KWT
- 7/1/4/1/127 Ginsberg Comm Choir : Erf 1439, KWT
- 7/1/4/1/128 Erf 1839 : F E Bixi : Ginsberg Shopping
Premises, KWT
- 7/1/4/1/129 Block Making Plant : Erf 311, Bisho : S. Hewitt,
KWT
- 7/1/4/1/130 All Saints Educational Trust : Erven 1281 – 1285,
KWT
- 7/1/4/1/131 Dimbaza Computer Centre, KWT
- 7/1/4/1/132 Lease of Public Open Space : Erven 2356, 2370,
197 and 2357, Gonubie : Seaspray Home Owners
Association CC
- 7/1/4/1/133 Lease of Site 531, Zone 16, Mdantsane : Hand
Car Wash : M. Dingindawo
- 7/1/4/1/134 Lease of Portion of Fleet Street, KWT : Paynigh
Property Investment CC
- 7/1/4/1/135 Lease of Portion of Site 1677, Zone 6, Unit 5,
Mdantsane : Vegetable Nursery : Department of
Agriculture
CANCEL
- 7/1/4/1/137 Ms M. Mhlana
Lease of Shop No. 5 :
Mutual Building, Terminus Street
- 7/1/4/1/138 M.G. Technologies Business Trust
Lease of Remainder of Farm 32, Berlin
- 7/1/4/1/139 Lease of Portion of Erf 31778 EL
Vesuvius Rd, Braelyn Heights : Installation of a

- Cellular Base Station Mobile Telephone Network
MTN
- 7/1/4/1/140 Lease a Portion of Erf 56437 behind Erf 14867
Oxford Str E.L. for Parking Purpose : Wood
Property Trust Broubart Cleaning
- 7/1/4/1/141 Lease of Portions of Erf 6466 East London
Union Avenue for Landscaping Purposes Blue
Pump Park (Pty) Ltd
- 7/1/4/1/142 Lease a Portion of Pavement along Union Street
to Erect an Access Ramp for the Disabled First
National Bank
- 7/1/4/1/143 Lease of Portion of Remained Site 2125 Zone 3
Mdantsane for a Golf Driving Range
- 7/1/4/1/144 Lease Remainder of Erf 1536 Zone 10 Unit 6
Mdantsane NU 10 Sportsfield Swallow Rugby
Football Club
- 7/1/4/1/145 Lease of The Market Tearoom at the Fresh
Produce Market in Wilsonia E.L.
- 7/1/4/1/146 Lease of Kiosk at Joan Harrison Pool East
London
- 7/1/4/1/147 Lease of Erf 4185 Beacon Bay : Taylor and
Associates Trust on Behalf of Major Square
(PTY) Ltd
- 7/1/4/1/148 Lease a Portion of Erf 11767 (Rd Reserve, East
London to Improve The Entrance to E.L. Golf
Club
- 7/1/4/1/149 Lease of Buildings on Portion 7 of Erf 10337,
East London (Playwaters) Nahoon : Border
Canoe Club
- 7/1/4/1/150 Lease of Kiosk at Joan Harrison Pool, East
London
- 7/1/4/1/151 Application to Lease Portion of Road Reserve,
Riemer Str Berlin : G Fourie of Gama Property
Trust
- 7/1/4/1/152 Lease of Farmhouse on Portion 27, Farm 807,
Mzamomhle by Hlalumi Development Agency
for the Purpose of Establishment of a Victim
Support Centre
- 7/1/4/1/153 Lease of the Supertube Facility at Orient Beach
Erf 34409, East London
- 7/1/4/1/154 Renewal of the Trust Centre Lease
- 7/1/4/1/155 Lease Erf 44113 Sunnyridge, Westbank East
London for Sportsfield : Ocean Attackers
Football Club
- 7/1/4/1/156 Lease of 11 Duvcor School Units in Duncan
Village Buyelwa Training Centre Erf 29349
- 7/1/4/1/157 Berea Gardens Retirement Foundation Lease of

- Erf 29355
- 7/1/4/1/158 Lease Erven 1 and 9 Berlin for the Purpose of Agricultural and Stock Farming
- 7/1/4/1/159 Lease : Former Cinema Munifin Building : University of Fort Hare
- 7/1/4/1/160 Lease Portion of Erf Remainder/24437 Buffalo Flats East London E. Williams
- 7/1/4/1/161 Lease of Portion of Ilitha Water Reservoir situated of Farm 224 KWT for The Installation of a Vodacom Cellular Mast
- 7/1/4/1/162 New Lease Agreement : VVM Collections (Pty) Ltd. Munifin Centre
- 7/1/4/1/163 Lease of Portion of Erf 20049, West Bank, East London to the West Bank Heritage Tourism Development Trust for the Development of a Tourism and Interpretation Centre
- 7/1/4/1/164 Lease of Portion of Erf 20049 West Bank East London to the West Bank Heritage Tourism Development Trust for the Development of a Tourism and Interpretation Centre
- 7/1/4/1/164 Lease Erven 289 and 897 Bhisho for Parking Purposes Department of Public Works (EC)
- 7/1/4/1/165 Application to Lease Superslide Facility and Kiosk : Portion of Erf 1650, Bonza Bay, East London for Recreation Purposes
- 7/1/4/1/166 Lease a Portion of Erf 24315 Buffalo Flats, East London for Gardening Purposes. C. Davids
- 7/1/4/1/167 Lease Portion of Erf 14959 and Portion of Erf 15527, East London for the Upgrading/Development of the Taxi Rank Gillwell Road East London
- 7/1/4/1/168 Purchase Erf 1442 Needs Camp E.L. for Institutional (Church) Purposes
- 7/1/4/1/169 Lease and Establishment of a MTN Base Transceiver Station, 20 Meter Tree Type Mast : Bunkers Hill T. 4296
- 7/1/4/1/170 Cession and Assignment of Agreement of Lease Blue Danube CC (Ernst Steidl) to Coleman's Lane Trading CC
- 7/1/4/1/171 Lease to the Border Combat Club : Portion of Erf 5152 (Old Snows Quarry)
- 7/1/4/1/172 Lease : Empilisweni HIV/AIDS Orphan-Care Centre – Erven 5111 and 5112 Ndevana
- 7/1/4/1/173 Application to Lease the Old Clinic Building situated on Erf 8665 Sweetwaters, King William's Town for the SAPS : South African Police

- 7/1/4/1/174 Lease: Erven 253 and 666 Bisho for Institutional Purposes (Parking)
- 7/1/4/1/175 Lease portion of Erf 2928 Bisho for Institutional Purposes (Storage of Construction material)
- 7/1/4/1/176 Lease: Erf 628 Beacon Bay South African Police
- 7/1/4/1/177 Lease Erf 46346 Gompo, East London for Institutional Day Care Centre and Sewing Project Purposes
- 7/1/4/1/178 Lease : Portion of Water Reservoir situated on Erf 56896 Nompumelelo, East London for Business Purposes (Installation of equipment to facilitate wireless infrastructure)
- 7/1/4/1/179 Lease : Portion of Erf 1 Berlin for Business Purposes (Erection of a wind farm : Test Towers)
- 7/1/4/1/180 Lease of a Portion of Erf 3160 Dimbaza Taxi Rank for the placement of two containers by the Department of Roads and Transport for the Phambili Bangani Project for people with disability
- 7/1/4/1/181 Lease of Portion of Erf 12230 Nahoon Reef, East London for Institutional Purposes (Communications Tower)
- 7/1/4/1/182 Lease of Portion of Erf 112 Kaysers Beach for Recreational Kaysers Beach Community
- 7/1/4/1/183 Kinvest (Pty) Ltd ta Servistar : Lease : Portion of Erf 16193 : EL
- 7/1/4/1/184 Lease : Remainder of Erf 9231 (Clifton Hall), Chamberlain Road, Berea E.L. for institutional (health/fitness centre) purposes
- 7/1/4/1/185 Lease : Portion of the remainder of Erf 63 Willow Park, E.L. for a Garden Project
- 7/1/4/1/186 Lease of Portion 11578 Bunker's Hill, East London, known as the Phillip Kahts Softball Stadium
- 7/1/4/1/187 Lease of Portion of Erf 11103 (Oxford Striders) Beach Road. Nahoon
- 7/1/4/1/188 Lease : Portion of Erf 16226 Marine Road, Quigney, E.L. for business purposes (parking)
- 7/1/4/1/189 Lease : BCM and EDCON Prop. Ltd/Edgars Old Market Building
- 7/1/4/1/190 Shoprite – Checkers : Oxford Street
- 7/1/4/1/191 Lease – Portion of erf 10348 East London situated in Nahoon Beach for Recreational Purposes (surf lifesaving club) : East London
- 7/1/4/1/192 Lease of Portion of Erf 112 Kayser's Beach to the Kayser's Beach Community : Bowling Green
- 7/1/4/1/193 Lease of Kiosk : Ruth Belonsky Pool : Portion 71

- of Erf 2419 Parkside, E.L.
- 7/1/4/1/194 Lease : Portion of erf remainder 648 and portions of erf 644 Amalinda E.L. (old Amalinda showground)
BORDER STOCK CARS
- 7/1/4/1/195 Lease : Portion of the Remainder of Erf 5381 Morris Road. Abbotsford E.L. Abbotsford Sports Club
- 7/1/4/1/196 Lease : Portion of the Remaining Extent of Farm 1404 (Adjacent to Erf 4161 Mdantsane Unit 2) : Soup Kitchen Facility
- 7/1/4/1/197 Lease : Portion of Remainder of Erf 6642 East London for Parking Purposes
- 7/1/4/1/198 Lease : Portion of Erf 19606 Leaches Bay, E.L. for Business Registration of a Servitude over Erven 19606 and 59989 Leaches Bay E.L. Construction of a Pump Station Industrial Development Zone (Pty) Ltd (ELIDZ)
- 7/1/4/1/199 Lease : Erf 155 Zone 17, Mdantsane for the Institutional Purposes (Day Care Centre)
- 7/1/4/1/200 Lease : Portion 5 of Erf 6466, E.L. for recreational purposes : Comrades Bowling Club
- 7/1/4/1/201 MTN – Palm Place - Beacon
- 7/1/4/1/202 Lease for Premises at Gonubie Industria : Vodacom
- 7/1/4/1/203 Lease : MTN Buffalo Flats W/Tower T5756
- 7/1/4/1/204 Lease : Portion of Erf 1, Portion of Erven 1875 and 1877 Berlin Energy Park : Tshani Consulting CC (ELIDZ)
- 7/1/4/1/205 Lease of Erf 57746, Nompumelelo, East London for Institutional Purposes (Day Care Centre)
- 7/1/4/1/206 Lease of Portion Erf 30470 Duncan Village, East London for Institutional Purposes, Day Care Centre (Hostel B Complex)
- 7/1/4/1/207 Lease of Portion 1 Berlin for Business Purposes (Race Club and Multi Purpose Complex)
- 7/1/4/1/208 Lease of Erf 27990, East London Parkside for Institutional Purposes (Pre-primary and Day Care Centre)
- 7/1/4/1/209 Lease : Erf 50732, East London Airport Phase 2 for Institutional Purposes (Church)

- 7/1/4/1/210 Lease : Erf 30470 (Unregistered Erf 32496, Jabavu Street, Duncan Village, for Business Purposes (Post Office))
- 7/1/4/1/211 Lease : Portion of Erf 32, Berlin for Business Purposes
- 7/1/4/1/212 Portion of the Remainder of Erf 2267 King William's Town for Institutional Purposes
- 7/1/4/1/213 Portion of Erf 10015 Mdantsane Unit 2 for Business Purposes (Manual Car Wash)
- 7/1/4/1/214 Portion of Erf 16150 East London to the East London Bowling Club for Recreational Purposes (Bowling Club Facility)
- 7/1/4/1/215 Shop 3 Old Mutual Building, Corner Oxford and Terminus Streets, Portion of Erf 15490 East London for Business Purposes (General Outfitters)
- 7/1/4/1/216 Lease : Erf 14890 East London – Stephenson Street, Central Business District (C.B.D.) for Business
- 7/1/4/1/217 Portion of Erf 3324 Zone 7, Unit 5, Mdantsane for Block Making Purposes
- 7/1/4/1/218 Lease : Erf 40929 Buffalo Flats, East London for Institutional Purposes (Church)
- 7/1/4/1/219 Lease : Portion of Erf 758 Unit S, Mdantsane for Business Purposes (Car Wash)
- 7/1/4/1/220 Lease : Erf 7247 Potsdam : Institutional Purposes (Church)
- 7/1/4/1/221 Lease : Nahoon Mouth Bowling Club situated on Portion 1 of Erf 10427 and Portion 5 of Erf 10348 Nahoon, East London, for Recreational Purposes
- 7/1/4/1/222 Lease : Erf 302 Bhisho for Institutional Purposes (Parking)
- 7/1/4/1/223 Lease : Portion of Erf 3890, East London for Recreational Purposes (Athletic Club)

- 7/1/4/1/224 Lease : Portion 22 of Erf 5152 Highgate, East London
- 7/1/4/1/225 Lease : Erven 56437, 69986, 39689 and 39690 E.L. CBD for business (Multi-Purpose Development)
- 7/1/4/1/226 Lease of a portion of the remainder of Erf 11578, Epsom Road, Stirling, E.L. for recreational purposes (netball)
- 7/1/4/1/227 Lease : Building on Farm 1404, adjacent Erf 10433, Mdantsane, Zone 3 Unit 2 for business
- 7/1/4/1/228 Lease : Portion of Erf 2235, King William's Town for business purposes (car wash)
- 7/1/4/1/229 Lease : Portion of the remainder of Erf 11578, James Pearce Park, Stirling, E.L. for recreational purposes (dog club)
- 7/1/4/1/230 Lease : Portion of Erf 1432 Zone 10 Unit 6 Mdantsane for Institutional Day Care Centre
- 7/1/4/1/231 Lease : East London Grand Prix Racing Track : Erf 18870 Westbank for Motorsport Purposes
- 7/1/4/1/232 Lease : Building Mdantsane Zone 3, Unit 2, Highway Taxi Rank
Taxi Management Office
- 7/1/4/2 Sale
(Open a case file for each property under the applicant's name and number consecutively)
- 7/1/4/2/1
- 7/2 Grounds
7/2P Policy
7/2/R Routine enquiries
- 7/2/1 Acquisition
7/2/1/1 Purchase
(Open a case file for each property under the applicant's name and number consecutively)
- 7/2/1/1/1 Eastern Cape Development Corporation :

- Donation from : Portions of farm 832 :
 Donation to of portion of farm 1404 and
 Leasing out of portion of 832/6
- 7/2/1/1/2 Buildings and Grounds Donation : Province of the E C
 to BCM Erven 3233 and 3234 E L
- 7/2/1/1/3 Transfer Farm 290, Ptn 6 – EL and Farm 28 Ptn 19 – KWT
 to Buffalo City Municipality
- 7/2/1/1/4 Purchase Property Sleeper Site from Propnet Erven 15437, 15838/Transnet
 16250, 16252, 15889
- 7/2/1/1/5 Acquisition of Portion 8 of the Farm 1282 and Portion 7 of the Farm 204 all of
 East London : Informal Settlement : S.A. National Roads Agency (SANRAC)
- 7/2/1/1/6 Acquisition of Erf 542 Dawn, East London for authority purposes Zone 1
 (Electrical Switch House)
- 7/2/1/1/7 Acquisition of a portion of farm no. 922, East London, for the construction of
 a reservoir : West Bank Restitution Project
- 7/2/1/1/8 Donation of Land from Amathole District Municipality and offer for
 the Purchase of Land from the S A National Roads Agency Limited
- 7/2/1/1/9 Acquisition : Portion 3 of Farm 1952, King William’s Town to BCMM
- 7/2/1/1/2 Expropriation
 (Open a case file for each property under the
 applicant’s name and number consecutively)
- 7/2/1/2/R Routine enquiries
- 7/2/1/1/2/1
- 7/2/1/3 Hire
 (Open a case file for each property under the
 applicant’s name and number consecutively)
- 7/2/1/3/1
- 7/2/2 Maintenance
- 7/2/3 Alienation
- 7/2/3/1 Letting/Lease
 (Open a case file for each property under the
 applicant’s name and number consecutively)
- 7/2/3/1/1 Cambridge Junior School : Erven 5602, 5603,
 5604 and 5607
- 7/2/3/1/2 East London : Vehicle Clearance Unit : Accommodation for SA Police
 Service
- 7/2/3/1/3 Erf 44719 E.L. : Disposal of Land at Amalinda Nature Reserve for
 the Proposed Armed Struggle Living Museum

- 7/2/3/2 Sale
 (Open a case file for each property under
 the applicant's name and number consecutively)
- 7/2/3/2/1 Apostolic Nazareth Church in Zion: Site 1146, Zone 6,
 Unit 5: Mdantsane
- 7/2/3/2/2 International Assembly of Christ : Portion of Farm
 1404 : Zone 3 : Mdantsane
- 7/2/3/2/3 N.P. Yani : Site 436 : Zone 1 : Unit 1 : Mdantsane
- 7/2/3/2/4 Public Tender : Erf 109 : Morley Road, Summerpride
- 7/2/3/2/5 V. Bekwa : Rem. Site 9606 : Zone 6 : Unit 5 :
 Mdantsane
- 7/2/3/2/6 Sale by public tender : Erf 53706 : Logan Drive,
 Nahoon
- 7/2/3/2/7 M.M. Njajula : Erf 253 : Voortrekker Road,
 Summerpride
- 7/2/3/2/8 P. Elliot : Farm 937 : Rockliffe Farms
- 7/2/3/2/9 Apostolic Faith Mission of S A : Site
 2465 : Zone 11 : Unit 6 : Mdantsane
- 7/2/3/2/10 F B Naku : Land and improvements :
 Erf 788, Bisho
- 7/2/3/2/11 Cancelled - see 8/4/1/1025
- 7/2/3/2/12 M. Myemane : Portion of site 859 : Zone 17 : Unit 5 :
 Mdantsane
- 7/2/3/2/13 Seventh day Adventist Church : Site 1535 : Zone 17 : Unit 5 Mdantsane
- 7/2/3/2/14 Public Competition : Public Open Space : Erf 37724 : Scenery
 Park
- 7/2/3/2/15 Holy Church of Jesus Christ : Site 9974 : Zone 2 : Unit 2 :
 Mdantsane
- 7/2/3/2/16 L.C. Dry : Portion of Public Open Space : Erf 1394 : Hillcrest
 Drive, Beacon Bay
- 7/2/3/2/17 Witness Apostolic Church of God in Zion of S.A. : Sites 1853 and 1854 :
 Zone 7 : Unit 5 : Mdantsane
- 7/2/3/2/18 Complete Life in Christ Ministries Church : Site 3412 : Zone 2 :
 Mdantsane
- 7/2/3/2/19 N.D. Yawa : Portion of Farm 1404 : Adjoining Site 4603 : Zone 8 :
 Unit 5 : Mdantsane
- 7/2/3/2/20 A.J. Doyle : Erf 39744 : Alphen Road, Buffalo Flats
- 7/2/3/2/21 Sale by Public tender : Erf 5543 : Swift Crescent,
 Beacon Bay
- 7/2/3/2/22 Sale by Public tender : Erf 5537 : Lark Crescent,
 Beacon Bay
- 7/2/3/2/23 Sale by Public tender : Erf 5538 : Lark Crescent,

- Beacon Bay
- 7/2/3/2/24 Sale by Public tender : Erf 5539 : Lark Crescent,
Beacon Bay
- 7/2/3/2/25 Sale by Public tender : Erf 5540 : Swift Crescent,
Beacon Bay
- 7/2/3/2/26 Sale by Public tender : Erf 5541 : Swift Crescent,
Beacon Bay
- 7/2/3/2/27 Sale by Public tender : Erf 5542 : Swift Crescent,
Beacon Bay
- 7/2/3/2/28 Sale by Public tender : Erf 5555 : Kestrel Stret,
Beacon Bay
- 7/2/3/2/29 Sale by Public tender : Erf 5556 : Kestrel Street,
Beacon Bay
- 7/2/3/2/30 Sale by Public tender : Erf 5565 : Lark Crescent,
Beacon Bay
- 7/2/3/2/31 Sale by Public tender : Erf 5566 : Lark Crescent,
Beacon Bay
- 7/2/3/2/32 Sale by Public Tender : Erf 47460 : Garcia Street,
Cambridge
- 7/2/3/2/33 Sale by Public Tender : Erf 6427 : Garcia Street,
Cambridge
- 7/2/3/2/34 Sale by Public Tender : Erf 48067 : Medefindt
Crescent, Baysville
- 7/2/3/2/35 Sale by Public Tender : Erf 15244 : Elfin Glen,
Nahoon Valley
- 7/2/3/2/36 Sale by Public Tender : Erf 56849 : Nimrod Street,
Amalinda
- 7/2/3/2/37 Sale by Public Tender : Erf 56850 : Nimrod Street,
Amalinda
- 7/2/3/2/38 Sale by Public Tender : Erf 9838 : Jasmay Place,
Nahoon Valley
- 7/2/3/2/39 Sale by Public Tender : Erf 49569 : Chellodene Road,
Nahoon Mouth
- 7/2/3/2/40 Own Haven Housing Association : Erf 49849 and
portions of Erf 49719
- 7/2/3/2/41 Mr X.N. Mema : Erf 48225 : Milkwood Road, Braelynn
- 7/2/3/2/42 Mrs Z. Mtati : Site 1259 : Zone 15 : Mdantsane
- 7/2/3/2/43 E.L. Abattoir : Portion of Erf 56465 and portion of
Umhlebe Road, Cambridge
- 7/2/3/2/44 Cornerstone of Christ Church : Site 1762 : Zone 13 :
Unit N : Mdantsane
- 7/2/3/2/45 Public Competition : Site 875 : Portion 1 : Zone 15 :
Mdantsane
- 7/2/3/2/46 B. Mbuti : Site 1441 : (Portion A) : Zone 9 : Unit 4 :
Mdantsane

7/2/3/2/47 S. Ngqeza : Site 1441 : (Portion B) Zone 9 : Unit 4 :
Mdantsane

7/2/3/2/48 B.E Nameka : Site 1441 : (Portion C) : Zone 9 : Unit 4 :
Mdantsane

7/2/3/2/49 St John's Apostolic Faith Mission: Sites 1728, 1733
and 1734 : Unit 5 : Zone 17 : Mdantsane

7/2/3/2/50 Presbyterian Church of Africa : Site 2193 : Zone 11 :
Unit 6 : Mdantsane

7/2/3/2/51 A. Ngqoshwana: Erf 48888 : Amalinda Forest

7/2/3/2/52 L. Ndubela : Erf 48889 : Amalinda Forest

7/2/3/2/53 M. Mama : Erf 48869 : Amalinda Forest

7/2/3/2/54 S. Malinga : Erf 48887 : Amalinda Forest

7/2/3/2/55 St Peters Apostolic Faith Mission : Site
141 Zone 18 : Unit CC : Mdantsane

7/2/3/2/56 J.C. Snyman : Portion of erf 1394 : Public Open
Space : Rocklands Road, Beacon Bay

7/2/3/2/57 N.P. Ngesi : Site 509 Zone 13 : Unit N: Mdantsane

7/2/3/2/58 Van Niekerk family Trust : Erf 2593 : Loerie Crescent,
Gonubie [12/4/4/492 also refers]

7/2/3/2/59 E L Bremner : Erf 2422 : 4 Brixton Place, Buffalo
Flats

7/2/3/2/60 Berlin Pre-primary school : Portion of erf 138 :
Berlin

7/2/3/2/61 R W Prince : Portion of Unmade roadway for
Consolidation with remainder of erf 362, Gonubie

7/2/3/2/62 National Baptist Church of SA : Site 921 : Zone 9 :
Unit 4 : Mdantsane

7/2/3/2/63 P J Motsepe : Erf 5517 Beacon Bay

7/2/3/2/64 J S Ismail : Erf 5518 Beacon Bay

7/2/3/2/65 W B Ghanda : Erf 5545 Beacon Bay

7/2/3/2/66 S Amri : Erf 5546 Beacon Bay

7/2/3/2/67 D Anvari : Erf 5547 Beacon Bay

7/2/3/2/68 V Anvari : Erf 5548 Beacon Bay

7/2/3/2/69 B P Ledger : Erf 5549 Beacon Bay

7/2/3/2/70 Y Jaykaran : Erf 5550 Beacon Bay

7/2/3/2/71 D A Ball : Erf 5551, Beacon Bay

7/2/3/2/72 A Rajh : Erf 5552 Beacon Bay

7/2/3/2/73 A Ramkissoo : Erf 5553 Beacon Bay

7/2/3/2/74 E M Wade : Erf 47874 Nahoon Valley

7/2/3/2/75 V L Schenk : Erf 47875 Nahoon Valley

7/2/3/2/76 B Weyer : Erf 47887 Nahoon Valley

7/2/3/2/77 L Husted : Erf 47888 Nahoon Valley

7/2/3/2/78 N Makuleni : Erf 47889 Nahoon Valley

7/2/3/2/79 M M Nobuhle : Erf 50878 Nahoon Valley

7/2/3/2/80 M N Mpumlwana : Erf 23143 Nahoon Valley

7/2/3/2/81 X N Ntamo : Erf 1754 Amalinda

- 7/2/3/2/82 N Ntyinkala : Erf 44707 Amalinda
- 7/2/3/2/83 C Blumenthal : Ptn Erf 10032, 10033 (Public Place) and Pts Erven 9946 & 9888 (Road Reserve) T E Water Avenue, Bonnie Doon, East London
- 7/2/3/2/84 City Lodge Hotels Ltd
Portions Erven 6455, 6551, 6450 and 6849, Clarendon Gardens, East London
- 7/2/3/2/85 Nontyantyambo Metro Community Health Centre: Portion of Pawane Road, Adjoining Site 9855, Zone 3, Mdantsane
- 7/2/3/2/86 Site 879, Zone 15, Mdantsane : M.A. Nkqayi
- 7/2/3/2/87 Sale : Erf 9775 : Sweetwaters Jehovah's Witnesses
- 7/2/3/2/88 Sale : Erf 4983 Phakamisa Elishama Christian Centre
- 7/2/3/2/89 Sale : Portion of Catherine Street, King William's Town : Business Purposes : Pick 'n Pay Hypermarket
- 7/2/3/2/90 Sale : Erf 3692, King William's Town : D. Mlungisi Kula : Residential Purposes
- 7/2/3/2/91 Sale : Remainder Erf 1334, Bhisho : Unathi Properties CC
- 7/2/3/2/92 Sale : Portion of Erf 44814, E.L. : P. Alexander : Residential Purposes
- 7/2/3/2/93 Sale : Portion of Erf 15892 : Bowls Road, E.L.
- 7/2/3/2/94 Sale of Portion of Erf 2419 Pefferville, E.L. Buffalo Flats Community Development Trust
- 7/2/3/2/95 Sale Portions of Erven 16225, 16226 and 16253 Quigney, East London : Ocean Terrace Office Park
- 7/2/3/2/96 Sale of Portion Erf 16226, East London (Public Place) and Portion of Seaview Terrace (Road Reserve) for Consolidation with Erf 16527, Esplanade, Quigney, East London
- 7/2/3/2/97 Sale of Sites 1420 and 1758, Zone 13, Mdantsane : St Andrews Anglican Church
- 7/2/3/2/98 Sale of Site 10012, Zone 3, Unit 2, Mdantsane
- 7/2/3/2/99 Sale of Portions of Erven 6455, 6450, 6451 and 6849 : Cnr Cheltenham Road and Union Avenue, East London
- 7/2/3/2/100 Sale of Site 4448, Zone 2, Mdantsane : Bantu Church of Christ
- 7/2/3/2/101 Sale of Erf 9869, Zone 3, Unit 2, Mdantsane
- 7/2/3/2/102 Sale & Lease of Portion of Erf 18870/23 East London : Seven Eleven Trust : Kentucky Fried Chicken
- 7/2/3/2/103 Purchase Erf 5011 East London C.S. Zita
- 7/2/3/2/104 Purchase Erf 8264 East London John Radloff and

Associates

- 7/2/3/2/105 Sale of Erf 11578/and Rezoning to Institutional Zone 1 Purpose and the Consolidation of 11578 with Erf 30487 : Baysville Secondary School
- 7/2/3/2/106 Sale of a Portion of Substation Site : Erf 1700 Clover Crescent Beacon Bay S.J. Landolt
- 7/2/3/2/107 Sale of Portion of 5th Avenue for Consolidation with the Consolidated Erven 6955-6960 East London
- 7/2/3/2/108 Purchase a Portion of Erf 15612 E.L. Panmure Y.A. Goder
- 7/2/3/2/109 Purchase Erf 452 and a Portion of Public Place : Erf 460 Kaysers Beach
- 7/2/3/2/110 Purchase Erf 9812, Nahoon Valley, E.L. D. Tabort
- 7/2/3/2/111 Sale of Portion of the Remainder of Site 2125, Zone 9, Mdantsane
- 7/2/3/2/112 Sale : Erven 40967 & 40968 Airport Phase 1 : Uniting Reformed Church of Southern Africa
- 7/2/3/2/113 Purchase Portion of Public Open Space Erf 29167 Gompo : M. Mbovane
- 7/2/3/2/114 Purchase Erf 5798, Dimbaza for Institutional (Church) Purposes
- 7/2/3/2/115 Purchase Portion of Erf 2833, Beacon Bay : T.O. Nzuzo
- 7/2/3/2/116 Purchase Portion of Erf 20995, East London : D. McMenamin
- 7/2/3/2/117 Sale of Erf 59992, Summerpride Amalinda for Institutional (Church) Purposes
- 7/2/3/2/118 Purchase a Portion of Erf 2833 Beacon Bay T.O. Nzuzo
- 7/2/3/2/119 Transfer Erf 25691, Elba Crescent East London : SV & F. Flanagan
- 7/2/3/2/120 Purchase Erf 2263 East London N. Mpakati
- 7/2/3/2/121 Purchase a Portion of Erf 197 Gonubie Hendow (Pty) Ltd E.L.
- 7/2/3/2/122 Purchase Erf 5356 Abbotsford E.L. A.J. Oosthuizen
- 7/2/3/2/123 Sale of Erven 17 : Quenera Drive Beacon Bay EL
- 7/2/3/2/124 Sale of Erven 65 Vincent Height East London
- 7/2/3/2/125 Sale of Erven 18 : Nahoon Mouth East London
- 7/2/3/2/126 Purchase Erf 5212 East London H. Marais
- 7/2/3/2/127 Purchase Erven 18289 and 17979 East London P.N. Xundu
- 7/2/3/2/128 Purchase Erf 19366 East London N.B. Shukla
- 7/2/3/2/129 **Purchase of a Portion of Erf 4785 Bhisho for Development of offices for The House of Traditional Leaders Department of Housing. Local**

Government and Traditional Affairs

- 7/2/3/2/130 Sale of Public Open Space Erf 4082 Sandpiper Road Beacon Bay
- 7/2/3/2/131 Purchase of Erf 3827, 3828, 3829, 3830 and 3831 Residential Land in Riegerton Park, Gonubie
- 7/2/3/2/132 Purchase of Erf 49550, Nahoon Mouth, East London : B.G. Beckerman
- 7/2/3/2/133 Purchase of Erf 49551, Nahoon Mouth, East London : G. Roberts
- 7/2/3/2/134 Purchase of Erf 49552, Nahoon Mouth, East London : K.E. Jekwa
- 7/2/3/2/135 Sale of Erven 134, 135 and 136 Summerpride for Institutional (Church) Purposes
- 7/2/3/2/136 Sale of Erf 57640 Nompumelelo Beacon Bay for Commercial Purposes
- 7/2/3/2/137 Sale of Portion of Erf 118, Winterstrand for Institutional (Church) Purposes
- 7/2/3/2/138 Sale of Erf 5519 Beacon Bay : A. Lagardien
- 7/2/3/2/139 Sale of Erf 5520 Beacon Bay : J.P. Goliath
- 7/2/3/2/140 Sale of Erf 5523 Beacon Bay : S. Tshazibana
- 7/2/3/2/141 Sale of Erf 5524 Beacon Bay : C. Gray
- 7/2/3/2/142 Sale of Erf 5529 Beacon Bay : D. Tyekana
- 7/2/3/2/143 Sale of Erf 5530 Beacon Bay : Break Even CC 1304
- 7/2/3/2/144 Sale of Erf 5535 Beacon Bay : A.J. Stent
- 7/2/3/2/145 Sale of Erf 5536 Beacon Bay : A. Meyer
- 7/2/3/2/146 Sale of Erf 5557 Beacon Bay : P.J. Yewana
- 7/2/3/2/147 Sale of Erf 5558 Beacon Bay : J.M.M. Grove
- 7/2/3/2/148 Sale of Erf 5559 Beacon Bay : D.S. Odendaal
- 7/2/3/2/149 Erf 40914 Buffalo Flats Mr K.D. Bushe
- 7/2/3/2/150 Purchase a Portion of Erf 197, Gonubie : L.I. Burchell
- 7/2/3/2/151 Purchase of Portions of Erven 1071 and 2928, Bhisho : Provincial Government (Department of Education)
- 7/2/3/2/152 Sale of Erf 19025 East London Industrial Purposes : ARB Electrical Wholesalers (Pty) Ltd
- 7/2/3/2/153 Purchase Portion of Roadway, Sandpiper Road Sunrise on Sea, and Consolidate with Erf 43, Sandpiper Road : M. Perrings
- 7/2/3/2/154 Purchase Portion of Erf 2073, Beacon Bay : Hawkes Head Drive : S.R. Barbour
- 7/2/3/2/155 Purchase Erven 653, 654, 655 and 656, Bhisho : Dijalo Property Services (Pty) Ltd
- 7/2/3/2/156 Purchase Erven 18458 and 19296 East London : A. Gentle
- 7/2/3/2/157 Acquisition of a Portion of Erf 53560

- East London (Sinebhongo Village) for The Development of a Clinic
- 7/2/3/2/158 Exchange of Land between Buffalo City Municipality and Quantum Leap Investments 56 (PTY) Ltd Erven 551 and 3675 KWT/Erven 3474, 4413 & 4416 KWT
- 7/2/3/2/159 Proposed Sale of Unserviced Residential Land at Vincent Heights, E.L. by Public Tenders
- 7/2/3/2/160 Sale of Remainder of Erf 1405 Beacon Bay, for Business Zone 4 (Office) Purposes
- 7/2/3/2/161 Sale of Erven 2190, 2289 and 2144, Berlin for Business Purposes
- 7/2/3/2/162 Sale of Portion of Erf 14961 East London and an access over Erf 14959 East London
- 7/2/3/2/163 Purchase Erf 9668 Zone 4, Unit 3, Kakaza Road, Mdantsane
- 7/2/3/2/164 Purchase an abutting Portion of Road Reserve for Consolidation with Erf 4939 Gonubie
- 7/2/3/2/165 Purchase of Portion of Erf 23978 Parkway Road, Braelyn, East London, for Consolidation with Erf 23977, East London
- 7/2/3/2/166 Sale of a Portion of Roadway, Jasmine Place, Cambridge, East London
- 7/2/3/2/167 Sale of Erf 25844 Buffalo Flats East London
- 7/2/3/2/168 Sale of Municipal Dwellings by Public Sector Erf 1279 Berlin Mr V Zote
- 7/2/3/2/169 Sale of Municipal Dwellings Mr V.R. Lwana Erf 1242 Berlin
- 7/2/3/2/170 Sale of Municipal Dwellings to Ms L.D. de Villiers Erf 285 Gonubie
- 7/2/3/2/171 Sale of Municipal Dwelling by Public Sector Erf 3354 Amalinda Mr M. Daniso
- 7/2/3/2/172 Sale of Municipal Dwelling by Public Sector Erf 3353 Amalinda
- 7/2/3/2/173 Purchase Erf 271 Zone 18 Mdantsane for Institutional (Church) Purpose
African Apostolic Faith Mission in Africa
- 7/2/3/2/174 Purchase Portion of Erf 1394 Zone 9, Mdantsane :
N. Sikolo
- 7/2/3/2/175 Purchase Erf 34922 North End, E.L. for Business Purposes
- 7/2/3/2/176 Purchase a Portion of Erf 20216 Haven Hills, E.L. for Institutional (Church) Purposes
- 7/2/3/2/177 Purchase a Portion of Erf 255 Collondale E.L., for Consolidation with Erf 263 E.L. R.P. Bezuidenhout
- 7/2/3/2/178 Purchase Portion of Erf 16193, Arcadia E.L. for Consolidation with Erf 16213 East London for

Business Purposes

- 7/2/3/2/179 Purchase Erf 87, Zone 16, Mdantsane Q, for Institutional (Creche) Purposes
- 7/2/3/2/180 Purchase Erf 2035 Berlin for Business Purposes S Xhamntwana
- 7/2/3/2/181 Sale of Portion 1 of Erf 2987 (Erf 8885) KWT for Residential Purposes (N.C. Ulana)
- 7/2/3/2/182 Purchase a Portion of Erf 23984 Braelyn, East London for Consolidation with Erf 23972, East London for Residential Purposes D. Ravgee
- 7/2/3/2/183 Purchase Erf 517 Zone 16 Mdantsane, E.L. Nosipho Sebe
- 7/2/3/2/184 Purchase Erf 1878, Berlin, for Business Purposes Mzukisi Simakuhle
- 7/2/3/2/185 Erf 3353 Amalinda Ms. TM Tumana
- 7/2/3/2/186 Sale of Municipal Dwelling by Public Tender Erf 1574 Gonubie Real Net Property Group
- 7/2/3/2/187 Sale of Erf 1844 : Rowntree Crescent Haven Hills, East London Institutional Zone 2 Purposes : Methodist Church
- 7/2/3/2/188 Sale of Portion 2 of Erf 2987 KWT for Residential Purposes
- 7/2/3/2/189 Sale of Portion 3 of Erf 2987 KWT for Residential Purposes
- 7/2/3/2/190 Purchase Erf 1226 Berlin for Residential Purposes
- 7/2/3/2/191 Sale of Erven 26176 and 33201 Establishment of a Truck Shop Settlersway EL
- 7/2/3/2/192 Purchase Erf 1626 Amalinda East London for Residential Purposes
- 7/2/3/2/193 Purchase a Portion of Erf 15892 consolidate with Erf 47464 Atlas Road E.L. for Business Purposes
- 7/2/3/2/194 Purchase Erf 994 Morningside EL, for Institutional (Church) Purposes
- 7/2/3/2/195 Purchase of Erf 7158, Dimbaza, for Institutional Purposes
- 7/2/3/2/196 Purchase Erf 614 Dawn, EL for Residential Zone 3A Purposes
- 7/2/3/2/197 Purchase Erven 10034 & 10039 Nahoon Valley EL
- 7/2/3/2/198 Purchase the Remainder of Erf 12222 Baysville EL for Residential Purposes
- 7/2/3/2/199 Sale of Erven 1426 and 1427 Ginsberg and a Portion of Erf 1425 for (Church) Institutional Purposes
- 7/2/3/2/200 Sale of Erf 6466 : Portions 14, 15, 16, 17, 18 and The Site on the Corner of Lukin & Oxford Street for Institutional Purposes
- 7/2/3/2/201 Sale of Portion 30 of Erf 16226 EL Esplanade

- Wimpy Restaurant Site, Beachfront EL J.H. Vorstenbos
- 7/2/3/2/202 Purchase Erf 608 Dawn EL for Residential Purposes
- 7/2/3/2/203 Purchase of Erf 1868 Breidbach V. Elders
- 7/2/3/2/204 Purchase of Erf 1579 Breidbach S. Snyer
- 7/2/3/2/205 Purchase Erf 8716 Vincent, E L for Parking Purposes
- 7/2/3/2/206 Acquisition of Erf 13640 E L (Synagogue) for Accommodating The Employee Wellness Centre
- 7/2/3/2/207 Purchase Erf 712 Mdantsane R for Institutional Purposes
- 7/2/3/2/208 Purchase Erf 1072 Mdantsane R Zone 14 Mdantsane
- 7/2/3/2/209 Purchase Erf 609 Dawn, East London for Residential Purposes
- 7/2/3/2/210 Sale of Land Erf 5738 Dimbaza Township for Institutional Purposes
- 7/2/3/2/211 Sale of 45 Erven from 5609 to 5653 King William's Town Panorama Drive
- 7/2/3/2/212 Purchase of a Portion of Erf 351 Zone 15 Mdantsane to be consolidated with Erf 5293 for Business Purposes
- 7/2/3/2/213 Purchase Erven 1364-1366, 1368-1378 and Portion of Erf 1385 Bisho for State Security
- 7/2/3/2/214 Purchase Erf 26669, Braelyn E.L. for Business Purposes
- 7/2/3/2/215 Purchase Erf 610, Dawn E.L. for Residential Purposes
- 7/2/3/2/216 Purchase Erf 611 Dawn E.L. for Residential Purposes
- 7/2/3/2/217 Acquisition of a Portion of Erf 2774, Beacon Bay for Roadway Purposes
- 7/2/3/2/218 Purchase Land Adjacent to Erf 3538 Gonubie E.L. for Residential Purposes
- 7/2/3/2/219 Acquisition of a Portion of Portion 36 of Farm No. 807 Gonubie Main Road Upgrade
- 7/2/3/2/220 Sale of Marina Glen "A" and Seaview Terrace Sites NEPAD Dev. A Portion of Erven 16225, 16226 and 27304 Seaview Terrace Site A Portion of Erven 16226 E.L. of Cadwallon Road and Court Crescent, A Portion of Erven 16226 and 16331 E.L.
- 7/2/3/2/221 Purchase a Portion of Erf 10427 Nahoon, East London for Residential Purposes
- 7/2/3/2/222 Purchase Remainder of Erf 356 Bisho for Business Purposes
- 7/2/3/2/223 Purchase Erf 2660, Dimbaza for Residential

- Purposes
- 7/2/3/2/224 Purchase Erf 3782 Zone 10, Mdantsane for Residential Purposes
 - 7/2/3/2/225 Purchase Erven 7145, 7146 and 7147 and Portion of Erf 5410 top of Western Avenue, E.L. for Commercial Purposes
 - 7/2/3/2/226 Purchase Erf 28860, Wilsonia E.L. for Business Purposes
 - 7/2/3/2/227 Purchase a Portion of Erf 1687 Phakamisa for Business Zone V Purposes
 - 7/2/3/2/228 Purchase a Portion of Erf 1385, Ginsberg for Institutional Purposes
 - 7/2/3/2/229 Purchase Erf 4980 (Portion 131) Phakamisa for Institutional (Church) Purposes
 - 7/2/3/2/230 Sanitation Resources Centre on Portion Erf 1 Berlin
 - 7/2/3/2/231 NU Properties Pty (Ltd) Imonti Hotel and Convention Centre Erf 39719 Regent Hotel Site
 - 7/2/3/2/232 Application from South African Broadcasting Corporation (SABC) to Acquisition of Erf 1343 Bisho
 - 7/2/3/2/233 Purchase Erf 34930 North End East London for Business Purposes
 - 7/2/3/2/234 Application to Purchase Erven 671, 1409, 1410, 1411, 1427, 1428 and 1430, Berlin for Industrial Purposes
 - 7/2/3/2/235 Purchase Portions of Reminders of Erven 6849, 6450, 6551 and 6466 Union Avenue, East London for Business (Motor Dealership) Purposes
 - 7/2/3/2/236 Sale of Erf 8887 Portion (iii) of 2987, Bev Radue Place King William's Town for Residential Zone 1 Purposes
 - 7/2/3/2/237 Sale of Erf 432, Dawn for Special Residential Purposes
 - 7/2/3/2/238 Sale of Erf 5000 Bhisho Business Zone 4 (Offices) Purposes
 - 7/2/3/2/239 Purchase Erf 351 Ginsberg for Residential Zone 1 Purpose
 - 7/2/3/2/240 Purchase a Portion of Erf 10427 Nahoon East London for Consolidation with Erf 49552 East London Residential Purposes
 - 7/2/3/2/241 Application to Purchase Erf 2669 Bhisho for Residential Purposes
 - 7/2/3/2/242 Application to Purchase Erf 3729, Cambridge, East London for Residential Purposes
 - 7/2/3/2/243 Application to Purchase Erf 1487, Breidbach for Residential Purposes
 - 7/2/3/2/244 Purchase Erven 1945 & 1946 Portions 1 & 2 of Erf

- 1422 Breidbach for Industrial Purposes
- 7/2/3/2/245 Purchase Erven 54924 & 54925 Reeston for Creche and Church Purposes
- 7/2/3/2/246 Purchase of Erf 1718, Breidbach for Institutional (Church) Purposes
- 7/2/3/2/247 Purchase Erf 133 Summerpride East London for Institutional (Church) Purposes
- 7/2/3/2/248 Purchase Erf 1467 Breidbach for Residential Purposes
- 7/2/3/2/249 Purchase Erf 1069 Zone R Mdantsane for Residential Purpose
- 7/2/3/2/250 Purchase a Portion of Norwood Avenue to be Consolidated with Erf 23454 East London for Residential Purposes
- 7/2/3/2/251 Erf 6801 Beacon Bay – Portion 120 – A Portion of Portion 101 of Farm No. 817
- 7/2/3/2/252 Portion 105 of Farm No. 817
- 7/2/3/2/253 Erf 6816 – A Portion of Erf 6145 Beacon Bay
- 7/2/3/2/254 Erven 6187 and 6803 Portion of Erf 6009 Beacon Bay
- 7/2/3/2/255 Erf 6815 Beacon Bay Portion 126 – A Portion of Portion 32 of Farm No. 817
- 7/2/3/2/256 Erf 6814 Beacon Bay Portion 126 Portion of Portion 154 of Farm 817
- 7/2/3/2/257 Remainder of Portion 51 of Farm No. 817
- 7/2/3/2/258 Remainder of Erf 6760 Beacon Bay
- 7/2/3/2/259 Portion of Portion 55 Farm No. 817
- 7/2/3/2/260 Erf 6806 – A Portion of Erf 3948 – Beacon Bay
- 7/2/3/2/261 Erf 6807 (Beacon Bay) Portion 122 a Portion of Portion 53 of Farm No. 817
- 7/2/3/2/262 Erf 6804 – A Portion of Erf 6425 – Beacon Bay
- 7/2/3/2/263 Erf 6805 – A Portion of 6434 Beacon Bay
- 7/2/3/2/264 Erf 6808 – A Portion of Erf 5712 Beacon Bay
- 7/2/3/2/265 Portion of Erf 6762 Beacon Bay
- 7/2/3/2/266 Remainder of Erf 6351 Beacon Bay
- 7/2/3/2/267 Purchase a Portion of Erf 1010 Wilsonia East London for Industrial Purposes
- 7/2/3/2/268 Purchase a Portion of Erf 707 Zone 15 Mdantsane for Consolidation with Erf 1417 for Residential Purposes
- 7/2/3/2/269 Purchase Erf 244 Bhisho for Parking Purposes
- 7/2/3/2/270 Purchase Erf 963 Zone 17 Mdantsane for Residential Purposes
- 7/2/3/2/271 Purchase Erf 2308 Berlin for Institutional Purpose
- 7/2/3/2/272 Purchase Erf 6178 Potsdam East London for Institutional Purposes
- 7/2/3/2/273 Purchase Erf 1423 Breidbach for Institutional

- (Church) Purposes
- 7/2/3/2/274 Purchase Erf 6768 Potsdam East London for Church Purposes
- 7/2/3/2/275 Purchase Erf 440, Wilsonia East London, for Business Purposes
- 7/2/3/2/276 Purchase Erf 7425 Dimbaza for Institutional (Church) Purposes
- 7/2/3/2/277 Purchase Portion of 4982 Phakamisa for Institutional (Church) Purposes
- 7/2/3/2/278 Widening of the Gonubie Main Road Portion 71 (Portion 35) of Farm No. 807 East London Golden Bay Properties 125 cc (Pty) Ltd
- 7/2/3/2/279 Purchase Erf 10500, Mdantsane and the Remainder of Erf 10133, NU 2 Mdantsane for Business (Fitness Centre) Purpose
- 7/2/3/2/280 Purchase a Portion of Erf 40713, Amalinda for Consolidation with Erf 60073 Amalinda for Residential Purposes
- 7/2/3/2/281 Purchase Erf 7021, Unit P, Potsdam, for Institutional (Church) Purposes
- 7/2/3/2/282 Purchase Erf 2611 Bhisho for Residential Purposes
- 7/2/3/2/283 Purchase Erf 1721, Zone 17 Mdantsane for Residential Purposes
- 7/2/3/2/284 Purchase of a Portion of Erf 20103 West Bank for Residential Purposes
- 7/2/3/2/285 Purchase A Portion of Erf 28244 for Consolidation with Erf 46978 Winchester Gardens for Residential Purposes
- 7/2/3/2/286 Purchase of a Portion of Erf 28244 for Consolidation with Erf 46978 Winchester Gardens for Residential Purposes
- 7/2/3/2/287 Sale of Portion of Erf 5152 East London for Business Purposes : Hemingways Shopping Complex (Pty) Ltd
- 7/2/3/2/288 Purchase : Portion of the remaining portion of Erf 357 for consolidation with Erf 376 Gonubie for parking purposes
- 7/2/3/2/289 Sale of Portion A of Erf 3403, Unit 5 Mdantsane
- 7/2/3/2/290 Sale & Consolidation of a Portion of the Remainder of Erf 2125 Zone 9 Mdantsane, for Business Purposes
- 7/2/3/2/291 Sale of Portion of Erf 4653 Zone 8, Mdantsane
- 7/2/3/2/292 Sale : Portion of Public Road Adjoining Erf 10503, Zone 3, Mdantsane
- 7/2/3/2/293 Sale : Portion of Erf 1989 (New Erf No. 3802) Zone 11, Mdantsane
- 7/2/3/2/294 Sale : Erf 10503 remainder of Portion 4 of Farm

- 1404 Unit 2, Mdantsane
- 7/2/3/2/295 Sale of Portion of Erf 3177 (New Erf No. 3800) Unit 6, Mdantsane
- 7/2/3/2/296 Sale of Erf 47876 (Portion of Erf 11578), East London, John Bailie Road, Bunkers Hill : Mr O. Sanders
- 7/2/3/2/297 Purchase of Erf 978, Zone 1, Mdantsane for Institutional Purposes (Old Age Home)
- 7/2/3/2/298 Purchase of Erf 5294 (Portion of Erf 351) Public Open Space adjoining Zone 15, Mdantsane for Institutional Purposes (Church)
- 7/2/3/2/299 S.W. Humphries : Erf 420 Sunrise on Sea
- 7/2/3/2/300 Sale of Erven 15892/1 and 16151, Arcadia, East London
- 7/2/3/2/301 Sale of a Portion of the Remainder of Portion 4 of Farm 1404 Zone 3 Mdantsane – N.M. Nomtshongwana
- 7/2/3/2/302 Sale of Erf 4653 Zone 8 Mdantsane : New Church in Southern Africa
- 7/2/3/2/303 Sale of a Portion of Erf 2115 (New Erf 2265) Zone 9, Mdantsane
- 7/2/3/2/304 Sale of a Portion of the Remainder of Portion 4 of Farm 1404 Zone 3, Mdantsane
- 7/2/3/2/305 Sale of Portion 17 of Erf 6466, East London
- 7/2/3/2/306 Purchase of Portion of Shingler Road, Amalinda, East London Erf 69929 for Social Housing Purposes : Emerald Sky Trading 609 (Pty) Ltd
- 7/2/3/2/307 Sale of Erf 3221 Zone 12, Mdantsane (Residential Purposes)
- 7/2/3/2/308 Sale of Portion H – Erf 432 Unit I, Mdantsane (New Erf No. 11315) for Residential Purposes
- 7/2/3/2/309 Contract No. 3120 : Sale of Erven 1790 Zone 9, 2591 and 1662 Zone 11, 42 Zone 10, 722 Zone 5, 982 Zone 2, 1844 and 1803 Zone 14, 298 and 728 Zone 16, 1 Zone 17, 1188 Zone 15, 322 Zone 13 Mdantsane
- 7/2/3/2/310 Contract No. 3121 : Sale of Erf 34930 North End. East London
- 7/2/3/3 Sale enquiry re specific erf
(Open a file for each area and number consecutively)
- 7/2/3/3/1 East London
- 7/2/3/3/2 Mdantsane
- 7/2/3/3/3 Gonubie

7/2/3/3/4	Beacon Bay
7/2/3/3/5	King William's Town, Bisho
7/2/3/3/6	Berlin
7/2/3/3/7	Rural areas
7/2/3/3/8	Coastal areas
7/2/4	<u>Land reform and settlement plan</u>
7/2/4/1	Land claims
7/3	<u>Office accommodation</u>
7/3/P	Policy
7/3/R	Routine enquiries
7/3/1	Director : Executive Mayor's Office
7/3/2	City Manager's office
7/3/3	Development Planning Directorate
7/3/4	Social Services Directorate
7/3/5	Engineering Services Directorate
7/3/6	Chief Financial Officer's Directorate
7/3/7	Corporate Services Directorate
7/3/8	Public Safety/Disaster Management and Health
7/3/9	Chief Operating Officer

8. TENDERS, QUOTATIONS AND CONTRACTS
(Agreements should not be placed on files in this main series,
They should be placed on the appropriate subject files
elsewhere in the system).

8/1	<u>Main files</u>
8/1/P	Policy
8/1/R	Routine enquiries
8/1/1	Opening of tenders
8/1/1/1	Irregularities and fraud
8/1/1/2	Municipal Supply Chain Management System
8/1/1/3	List of Tenders
8/2	<u>Specific tenders and quotation</u>
8/2/1	<u>Annual tenders</u> (Open a file for each contract and number consecutively)
8/2/1/1	Contract enquiry No. 2
8/2/1/2	Contract enquiry No. 4, 7, 47, 54, 57,
8/2/1/3	Contract enquiry No. 5, 9, 12,
8/2/1/4	Contract enquiry No. 6, 10, 18, 43,
8/2/1/5	Contract enquiry No. 8,
8/2/1/6	Contract enquiry No. 13, Hire of Vehicles
8/2/1/7	Contract enquiry No. 14,
8/2/1/8	Contract enquiry No. 15, 16, 22, 33, 34, 36, 37, 40, 50,
8/2/1/9	Contract enquiry No. 17, 23,
8/2/1/10	Contract enquiry No. 19, 21, 27, 28,
8/2/1/11	Contract enquiry No. 20,
8/2/1/12	Contract enquiry No. 24,
8/2/1/13	Contract enquiry No. 25,
8/2/1/14	Contract enquiry No. 26, 63
8/2/1/15	Contract enquiry No. 29,
8/2/1/16	Contract enquiry No. 31, 58
8/2/1/17	Contract enquiry No. 32, 39, 35, 38, 44, 45
8/2/1/18	Contract enquiry No. 46 (Security)
8/2/1/19	Contract enquiry No. 41 and 42
8/2/1/20	Contract enquiry No 51
8/2/1/21	Contract enquiry No 30 and 62
8/2/1/22	Contract enquiry No 11, 55, 61, 64, 65, 66, 67 and 68
8/2/1/23	Annual Contract No. 1 Guidance Signs
8/2/1/24	Annual Contract Enquiry No. 53, 52, 56 Installation of Pre-payment Electricity Dispensers (conversion from Credit to Pre-payment Meters)
8/2/1/25	Annual Contract No. 48 Garden Maintenance of Sewerage Treatment Works
8/2/1/26	Contract 49 : Design Layout and Placement of Advertisement

8/2/1/27 Contract Enquiry No. 70 : Maintenance, Repairs and Construction of 11KV, 400V and Street Light Overhead Mains in Buffalo City Municipality

8/2/1/28 Contract No. 72 : Tender for the Supply and Delivery of Ferric Chloride (43%) Commercial Strength to Zwelitsha Waste Water Treatment Works for Period September 2008 to June 2010

8/2/1/29 Contract No. 73 : Inspection, Reporting and Removal of Illegal Services in Buffalo City Municipality Area of Supply in Investigation into a Vital Equipment Theft

8/2/1/30 Contract No. 76 Lease and Maintenance of a Multifunction Copies/Printers

8/2/1/31 Contract No. 71 Supply and Delivery of 11000/420-242 volt miniature substations for a period of three years

8/2/1/32 Contract No. 77: Testing and Maintenance of the Electrical Protection Scheme within BCM for a period of three years

8/2/1/33 Contract No. 80: Supply and Delivery of 11000/420-242 volt power distribution transformer in BCM

8/2/1/34 Contract No. 81: Supply and Delivery of 11kv-350MVA indoor switch gear – metal enclosed ring man units BCM for a three year period

8/2/1/35 Contract No. 82: Supply and Delivery of metal doors for switch houses, switch chambers, substations and meter rooms in BCM for a three year period

8/2/1/36 Contract No. 79: Pharmaceuticals and Surgical Sundries Annual Tender

8/2/1/37 Contract No. 78: Grass Cutting and Cleaning of Yards

8/2/1/38 Contract No. 83 : Supply and Delivery of 11KV-350MVA Indoor Switchgear

8/2/1/39 Contract No. 84 Installation of Palisade Fencing for a Three Year Period

8/2/1/40 Contract 85 : Request for support and maintenance contract service desk and asset portfolio management

8/2/1/41 Refurbish, design, supply, erection maintenance removal of existing and new decorative/festive lights for the summer seasons for a three year period
Contract No. 86

8/2/1/42 Contract No. 87 Procurement of a Panel of Debt Collection Agents

8/2/1/43 Contract No. 88 : Supply and Delivery of Fuel for a Period of One Year

8/2/1/44 Labour Intensive Trench Excavation, Laying and Backfill for Pipes, Meter Installation, Leak Repairs and Construction of Manholes
Contract No. 3

8/2/1/45 Contract No. 89 : Supply, erection and maintenance of six types of outdoor advertising mediums

8/2/1/46 Contract No. 90:- New insulating Mineral Oil and the Disposal and/or Regeneration of Used Insulating Mineral Oil

8/2/1/47 Contract No. 93 :- Siemens PABX IP Telephone Management System for a period of Three (3) Years

8/2/1/48 Contract No. 96 : BCM Banking Services : CE 113 (Electrification RDP Houses Prepayment dispensers

8/2/1/49 Contract No. 91 Alarm Systems for Electrical Substations

8/2/1/50 Contract No. 92 : Webmaster and Site Maintenance – BCM

8/2/1/51 Contract No. 98 : GIS (WEB) Internet Site and Support Contract

8/2/1/52 Contract No. 103 : Sole Right for the Supply, Erection and Maintenance of a Giant Advertising Screen TV at the Mdantsane

Highway Taxi Rank for a Period of Three Years CE 117

8/2/1/53 Contract 102 : Implementation of an Integrated Property Information Management System and Business Processes Contract

8/2/1/54 Contract No: [CE 112] (CE 99) Appointment of Private Vendors to sell Prepaid Electricity on behalf of the Municipality

8/2/1/55 Contract No. 111 : Appointment of Cash in Transit Company

8/2/1/56 Contract No. CE 100 : Supply of SABS 1547 Compliant Traffic Controllers for a Three Year Period

8/2/1/57 (Re-ad) Contract No. CE 97 : Procurement of Service Provider to provide Technical Support to Buffalo City Metropolitan Municipality (BCMM) in respect of Accounting Reforms Including Generally Recognised Accounting Practice (GRAP) Standards

8/2/1/58 Contract Enquiry No. 107 : Maintenance of Municipal Railway Sidings

8/2/1/59 Contract No. CE 108 : Office Accommodation for the Director of Finance and Support Services (Debt Management Division)

8/2/1/60 Contract No. 94 : Support, Maintenance and Licensing Electronic Document Management System (EDMS)

8/2/1/61 Contract No. 110 : Unified Emailed Management “in the Cloud”

8/2/1/62 Contract No. 116 : Inspection of Electrical Services/Meters

8/2/1/63 ~~Contract No. 114~~ : Contract CE 139 Administration of Short Term Insurance Portfolio for Buffalo City Metropolitan Municipality

8/2/1/64 Contract No. CE 115 : Credit Ratings Institution

8/2/1/65 Contract No. CE 104 : Presentation of a Municipal Finance Management Training Programme

8/2/1/66 Contract No. CE 106 : Electrical Engineering NQF Learnership

8/2/1/67 Contract 117 : Outdoor Advertising Mdantsane Highway Taxi Rank

8/2/1/68 Contract 119 : Intenda Solution System / Ablution Facilities

8/2/1/69 Contract No. CE 107 : Procurement of the Meter Reading Devices with the Management Software and a Two Year Maintenance and Support Contract

8/2/1/70 Contract No. CE 121 : Supply of GIS Software Enterprise License Agreement and Support Contract (CE 123) Travel Contract

8/2/1/71 Contract No. 120 : Invitation to Register as Accredited Service Providers for Provision of Legal Services to the Buffalo City Metropolitan Municipality Contract No. 122 (Internal Audit)

8/2/1/72 Contract No. CE 118 : Service Charges Bill Payments/Receipting on behalf of Buffalo City Metropolitan Municipality for a Period of Three Years

8/2/1/73 Contract No. CE 127 : Two (2) Year Maintenance and Support for Total Client Services (TCS) for Traffic Department Vendors : Prepaid Electricity

8/2/1/74 Contract No. CE 128 : Installation, Support and Maintenance of IP Telephony Infrastructure

8/2/1/75 Contract No. CE 101 : Supply of Light Emitting Diode (LED) Traffic Signal Heads and LED Kits for a Period of Three Years

8/2/1/76 Contract No. CE 125 : Repairs to Distribution Transformers and Miniature Substations

8/2/1/77 Contract No. 129 : Activity Based Costing System and the Predictive Forecasting Budgeting Model

8/2/1/78 Contract No. 130 : Prepayment Electricity Vending System

8/2/1/79 Contract No. 124 : 3G Sim Card and Modems

8/2/1/80 Contract No. 109 : Supply, Install and Maintain an Anti-virus Solution

8/2/1/81 Contract No. 132 : Human Resource/Payroll – Time Management System

8/2/1/82 Contract No. 133 : Supply, Installation and Support of a Computer Assisted Mass Appraisal (CAMA) System for BCMM

8/2/1/83 Contract No. 134 : Computers and Printers

8/2/1/84 Contract No. 135 : Debt Management System

8/2/1/85 Contract No. 136 : Electronic Procurement System

8/2/1/86 Contract No.137 : Three (3) Year Supply, Installation, Maintenance and Support of Integrated Electronic Fuel and Management for BCMM

8/2/1/87 Contract No. CE 126 : Total Client Services (TCS) for Traffic Department

8/2/1/88 Contract No. 138 : Supply and Installation of Fibre for BCMM

8/2/1/89 Contract No. CE 105 : Water Reticulation NQF 2 Learnership Programme

8/2/1/90 Contract No. 143 : Printing IDP and Budget Books

8/2/1/91 Contract No. 140 : Prepaid Airtime

8/2/1/92 Contract No. 141/142 : Bus Shelter Advertising Signs

8/2/1/93 Contract No. 119A : Fencing Services for Infrastructure

8/2/1/94 Contract No. 147 : Biometric Time Attendance and Access Control System for BCMM

8/2/1/95 Contract No. CE 145 : Office Space Accommodation : Enterprise Management Office

8/2/1/96 Contract No. 148 : Office Accommodation for the Internal Audit Unit

8/2/1/97 Contract No. 150 : Traffic Signal Equipment for a Three Year Period

8/2/1/98 Contract No. 149 : Traffic Calming Measures/Electronic Library Info

8/2/1/99 Contract No. 154 : Database for a panel of property valuers

8/2/1/100 Contract No. 144 : Fencing Services for a Three Year Period

8/2/1/101 Contract No. 143 : Design IDP Review Report 2013/14 ; 2014/15 ; 2015/16. Budget, Tariff, MTREF and Staff Key Books 2013/14 ; 2014/15 ; 2015/16 (Three Year Contract)

8/2/1/102 Contract No. 156:- Removal of Illegal connections with BCMM for a Three Year Period

8/2/1/103 Contract No. CE 158:- Water Awareness Programmes

8/2/1/104 Contract No. CE 159:- Office Accommodation – Dept. of Local Economic Development and Tourism

- 8/2/1/105 Contract No. 163:- Supply and Delivery of Motor and Tractor Spares and Miscellaneous Plant
- 8/2/1/106 Contract No. CE 164 : Accredited Service Providers for Legal Services – BCMM
- 8/2/1/107 Contract No. 151 :- Supply, Delivery and Set up of Tents, Chairs and Toilets for Summer Season Events for the Three Year Period – BCMM
- 8/2/1/108 Contract No. CE 152 :- Provision of Sound Stage and Lighting for the BCMM Summer Season Events for a Three Year Period
- 8/2/1/109 Contract No. CE 161 :- Annual Contract for Emptying Pit Toilets – Midlands, Inland and Coastal – BCMM
- 8/2/1/110 Contract No. 166 : Annual Contract for the Construction of Low Cost Housing Units
- 8/2/1/111 Contract No. 173 : Firearm (Refresher Course)
- 8/2/1/112 Contract No. 95 : Supply and Delivery of Insulating Oil and Disposal/Regeneration of Used Insulating Mineral Oil
- 8/2/1/113 Contract No. CE 169 : Repairs, Maintenance and Refurbishment of Municipal Buildings and Facilities
- 8/2/1/114 Contract No. CE 170 : Repairs, Maintenance and Refurbishment of Municipal Buildings and Facilities
- 8/2/1/115 Contract No. CE 171 : Repairs, Maintenance and Refurbishment of Municipal Buildings and Facilities
- 8/2/1/116 Contract No. CE 175 : Supply and Delivery of Bulk Liquified Petroleum Gas to Cambridge Crematorium
- 8/2/1/117 Contract No. CE 176 : Provision of Permitted Site for Three Years
- 8/2/1/118 Contract No. CE 167 : Repairs, Maintenance and Refurbishment of Municipal Buildings and Facilities
- 8/2/1/119 Contract No. 168 : Repairs, Maintenance and Refurbishment of Municipal Buildings and Facilities
- 8/2/1/120 Contract No. 178 : Annual Professional Team for Project Management Services : Housing Units : BCMM
- 8/2/1/121 Contract No. 179 : Development of UBuhlanti Recreational Area
- 8/2/1/122 Contract No. 181 : Governance Processes
- 8/2/1/123 Contract No. 182 : BCMM, Phase 2 Website Development
- 8/2/1/124 Contract No. 183 : Security Management
- 8/2/1/125 Contract No. 184 : Supply, Installation and Maintenance of Optic Fibre Infrastructure in BCMM
- 8/2/1/126 Contract No. 185 : Supply, Installation Configuration and Maintenance of Biometric Access Control Devices
- 8/2/1/127 Contract No. 186 : Supply, Delivery, Configuration and Support of Computers in BCMM on Rental Basis
- 8/2/1/128 Contract No. CE 165 : Supply and Support of a Comprehensive Integrated Mobile Communication Solution
- 8/2/1/129 Contract 172 : Professional Services of Immovable Asset Management Related Built Environment and Financial Data and Planning Support for Three Years
- 8/2/1/130 Contract No. 174 : Resuscitation and Maintenance of Current

	(IVR) Integrated Voice Response System
8/2/1/131	Contract No. ED 179 : Supply and Delivery of Pesticides for BCMM
8/2/1/132	Contract No. 187 : Supply, Installation and Configuration of IT Desktop Backup Management Tool
8/2/1/133	Contract No. 188 : Network Consolidated Managed Services – BCMM
8/2/1/134	Contract No. 189 : Supply, Installation and Configuration of Hard Disk Drives and Support of Storage Area Network
8/2/1/135	Contract No. 190 : Supply and Delivery of Various Oil Vehicle Spares for a Period of Three Years
8/2/1/136	Contract No. 191 : Office Accommodation for BCMM
8/2/1/137	Contract No. 192 : Office Accommodation for Internal Audit Department
8/2/1/138	Contract No. 194 : Standard Chart of Accounts (SCOA) and Associated Process
8/2/1/139	Contract No. ED 197 : Appointment of Credit Rating for a Three Year Period
8/2/1/140	Contract No. CE 200 : Supply and Delivery of Diaries and Calendars for a Period of Three Years
8/2/1/141	Contract No. 193 : Withdrawal Tender for Lease of Erven – 56437, 39690 and 39689 CBD East London
8/2/1/142	Contract No. 204 in Annual Tender for Repairs, Maintenance and Refurbishment of Municipal Electrical Equipment on Various Water and Sanitation Facilities for Three Years
8/2/1/143	Contract No. 205 : Body Shop of Training Service Providers
8/2/1/144	Contract No. 206 : Supply, Installation and Management of a Prepayment Electricity Vending System for BCMM for Three Years
8/2/1/145	Contract CE 198 : Back Scanning of Vital Documents – BCMM
8/2/1/146	Contract CE 222 : Supply, Delivery of Cleaning Material for 3 years
8/2/1/147	Contract CE 231 : Design, Layout and Printing of IDP Plan (2016/17), IDP Views (2017/18) and Budget Tariff and MTREF Books (2016/17) and (2018/19) for a 3 year period
8/2/1/148	Contract CE 234 : GV 2017 and One Supplementary Valuation Roll
8/2/1/149	Contract CE 223 : Supply and Delivery of Printed Digital Electronic Library Information Sources in Library Editions and Formats
8/2/1/150	Contract CE 235 : Beneficiary Verification
8/2/1/151	Contract No. CE 217:- Three Year Co-sourcing Management for ITC
8/2/1/152	Contract No. 218:- Establishing the BCMM Enterprise Architecture With the Business Process Management Tool
8/2/1/153	Contract No. 221:- Risk Management and Short Term Insurance Intermediary
8/2/1/154	Contract No. 224:- Disconnections, Reconnections and Inspections of Electrical Services/Meters for BCMM for 3 year Period
8/2/1/155	Contract No. 225:- Office Accommodation
8/2/1/156	Contract No. 226:- Lease of Portion 3324 Mdantsane from BCMM
8/2/1/157	Contract No. CE 228 Refurbishment, Repair, Maintenance of Municipal

	Buildings and Facilities (Aircons)
8/2/1/158	Contract No. CE 230:- Supply and Delivery of Bituminous Products and Asphalt Fillers (Three Year Period)
8/2/1/159	Contract No. 195:- Provision of Consulting Engineering Services for Stormwater and Roads (3 year period)
8/2/1/160	Contract No. 220:- Supply and Delivery of Electrical Dispensers
8/2/1/161	Contract No. CE 236 : Interments and Cremation for Deceased Pauper and Unclaimed Bodies for a 3 Year Period
8/2/1/162	Contract No. CE 237 : Supply and Distribution of Bulk LPG at Cambridge Crematorium
8/2/1/163	Contract No. 251 : Supply and Delivery of Disaster Relief Blankets for 3 Year Contract
8/2/1/164	Contract No. CE 254 : Service on Spillages or Hazardous Incidents
8/2/1/165	Contract No. 255 : Purchase and Maintenance of Fire Equipment
8/2/1/166	Contract No. 256 : Supply and Delivery of Roadmarking Paint - Traffic Services
8/2/1/167	Contract No. CE 257 : Printing, Supply and Delivery of Traffic Prosecution Documents
8/2/1/168	Contract No. 258 : Supply Delivery of Disaster Relief Food 3 Year Contract
8/2/1/169	Contract No. ED 384 : Supply and Delivery and Installation of Energy Efficient (LED) Midhinge/Scissor Type High-mast Lights within BCMM – 3 Year Period
8/2/1/170	Contract No. CE 214 : Removal of Illegal Signage in BCMM 3 Year Period
8/2/1/171	Contract No. 227 : Supply and Delivery of Various Chemicals
8/2/1/172	Contract No. 229 : Provision of Catering Services – 3 Year Period
8/2/1/173	Contract No. CE 232 : Provision of Office Accommodation - BCMM
8/2/1/174	Contract No. CE 233 : Provision of Office Accommodation - BCMM
8/2/1/175	Contract No. CE 238 : Appointment of Three Service Providers on Rotational Basis to Set-up, Maintain, Removal of Tent, Tent Lights, Flooring, Couched Tables and Chairs in all Events hosted by BCMM – 3 Year Period
8/2/1/176	Contract No. CE 239 : Appointment of Three Service Providers on Rotational Basis to Provide, Maintaining and Remove Flushing Toilets for all BCMM Events
8/2/1/177	Contract No. CE 240 : Appointment of Three Qualified Registered and Reputable Service Providers on Rotational Basis : Private Security Services during BCMM Events – 3 Year Period
8/2/1/178	Contract No. CE 241 : Appointment of Three Service Providers to Provide Professional Stage Set-up, Lighting, Screens, Generator and Breakdown for Three Years BCMM Indoor and Outdoor Events
8/2/1/179	Contract No. CE 242 : Establishment of Pre-approved Service Provider : ICT Related Products – 3 Year Period
8/2/1/180	Contract No. 259 : Appointment of Professional Project Manager (PPM) : Debt Collection BCMM 3 Year Period
8/2/1/181	Contract No. 261 : Provision of Office Accommodation and Trust Centre Building

- 8/2/1/182 ~~Contract No. ED 390 : MV/LV Reticulation and 500 House Connections – Reeston Phase 3~~
- 8/2/1/183 Contract No. 249 : Provision of Office Accommodation : LED and Tourism Department
- 8/2/1/184 Contract No. CE 250 : Appointment of Service Providers to Supply and Deliver inputs for Cropping Maize Production 3 Year Period
- 8/2/1/185 Contract No. 260 : Provision of Office Accommodation : Enterprise Project Management Office (EPMO)
- 8/2/1/186 Contract No. 232 : Provision for Office Accommodation for Buffalo City Development Agency
- 8/2/1/187 Extension of Contract CE 139 : Appointment of Risk Management and Short Term Insurance Intermediary for BCMM Short Term Insurance Portfolio further 12 months
- 8/2/1/189 Contract No. 201 : Office Accommodation Revenue Management Services
- 8/2/1/190 Contract No. CE 210 : Invitation for Submission of Proposal to Register as Accredited Services to BCMM – 3 Year Period
- 8/2/1/191 Contract No. CE 211 : Proposal for Registration as Accredited Service Provider – Legal Services – BCMM
- 8/2/1/192 Annual Tenders : Contract No. 199 Provision of Office Accommodation for BCMM
- 8/2/1/193 Contract CE 302 BCMM/DES/WW/1486/2018:- Appointment of Technical Staff for Upgrade and Maintenance of Surfaced Roads in BCMM for 3 year period:-
- 8/2/1/194 Contract CE 277 : Appointment of BEC Technical Support Team for Technical Assessment
- 8/2/1/196 Contract No. CE 244 :- Repairs, Maintenance and Refurbishment of Municipal Buildings and Facilities (Electrical – Major Works)
- 8/2/1/197 Contract No. CE 245 :- Repairs, Maintenance and Refurbishment of Municipal Buildings and Facilities (Plumbing Works – Major)
- 8/2/1/198 Contract No. CE 246 :- Repairs, Maintenance and Refurbishment of Municipal Buildings and Facilities (Flooring – Major Works)
- 8/2/1/199 Contract No. CE 247 :- Repairs Maintenance and refurbishment of Municipal Buildings and Facilities (Welding and Miscellaneous Major Works)
- 8/2/1/200 Contract No. CE 248 :- Repairs, Maintenance and refurbishment of Municipal Buildings and Facilities (Aircons – Major Works)
- 8/2/1/201 Contract No. 262 :- Stormwater Construction and Maintenance
- 8/2/1/202 Contract No. 265 :- Period Contract for Specialist Service Providers to Repair, Service and Supply Consumables for Air Quality Monitoring Instruments
- 8/2/1/203 Contract No. ED 396 :- Renewable Energy Projects Strategy for BCMM
- 8/2/1/204 Contract No. ED 400 Street Lights and High Mast Maintenance
- 8/2/1/205 Contract No. CE 267 :- Supply Implementation Support of an Integrated Full Asset Life Cycle Management System – 3 Year Period

- 8/2/1/206 Contract No. CE 338 : Appointment of Service Provider for Data Logging and Leak Detection in Bulk Mains and Distribution Mains in the BCMM for a Period of Three Years
- 8/2/1/207 Contract No. CE 268 : Supply and Delivery of Hawker Stalls
- 8/2/1/208 Contract No. CE 286 : Construction of Cattle Dip Tank
- 8/2/1/209 Contract No. CE 279 : Provision of Electrification Projects (Formal and Informal Dwellings) in BCMM for Three Years
- 8/2/1/210 Contract No. CE 282 : Submission of Accredited Service Providers for Provision of Legal Services for BCMM
- 8/2/1/211 Contract No. CE 292 :- Bulk Printing and Distribution of Monthly Municipal Accounts, Notices and Letters for a Period of 3 Years
- 8/2/1/212 Contract No. CE 283 :- Appointment of Seven (7) Service Providers on Rotational Basis for Bush and Noxious Weed Clearing/Control for a 3 Year Period
- 8/2/1/213 Contract No. CE 284 :- Manufacture, Supply, Install and Certification of Playground Equipment for 3 Year Period
- 8/2/1/214 Contract No. CE 263 A, B, C :- Contracts for Stabilisation of BCMM Access Roads using Polymer Products and Associated Services 3 Year Period
- 8/2/1/215 Contract No. CE 287 :- Panel of Specialists Service Providers to Supply, install and Commission Air Quality Monitoring Station Equipment for a 2 Year Period
- 8/2/1/216 Contract No. CE 275 :- Water Conservation and Demand Management Strategy
- 8/2/1/217 Contract No. CE 280 :- Supply, Delivery of New Insulating Mineral Oil and Disposal or Regeneration of Used Insulating Mineral Oil (3 Years)
- 8/2/1/218 Contract No. ED 402 :- Provision of Logistics Function in Mdantsane for a Three Year Period
- 8/2/1/219 Contract No. 230 :- Supply and Delivery of Bituminous Products and Asphalt Fillers
- 8/2/1/220 Contract No. CE 243 :- Repairs, Maintenance and Refurbishment of Municipal Buildings and Facilities (General Wet Works – Major Works)
- 8/2/1/221 Contract No. ED 403 :- Operation and Maintenance of Overhead Electrical Network in Mdantsane for Three Year Period
- 8/2/1/222 Contract No. 303 :- Maintenance and Installation of Road Furniture in BCMM for 3 Year Period
- 8/2/1/223 Contract No. Provision of Professional Services :- Master Plan for Future Development of Cemeteries in BCMM – 3 Year Period
- 8/2/1/224 Contract No. 300 :- Rehabilitation and Maintenance of Bridges and Culverts in BCMM for 3 Year Period
- 8/2/1/225 Contract No. CE 269 : Appointment of a Credit Rating Institution 2017/18 to 2019/2020 – 3 yr Contract
- 8/2/1/226 Contract No. CE 270 : Supply of “Pay as you go” Virtual Prepaid Airtime Solution – 3 yr Period
- 8/2/1/227 Contract No. ED 405 : Operation of an Electrical Control Centre and Fault Center in BCMM – 3 yr Period

- 8/2/1/228 Contract No. CE 345 : Institutional Cultural Behaviour and Change Management
- 8/2/1/229 Contract No. ED 408 : Operation and Maintenance of Overhead Electrical Network – Mdantsane for 3 yrs
- 8/2/1/230 Contract No. CE 355 : Installation, Jointing and Termination of Medium Voltage PVC, PILG and XLPE Cables. Panel of 3 Service Providers
- 8/2/1/231 Contract No. CE 357 : Appointment of Institutional Social Development Consultant for Infrastructure Programmes/Projects – 3 yr Period
- 8/2/1/232 Contract No. ED 407 : Supply, Delivery and Installation of Energy Efficiency (LED) 40 – Meter High Mast Lights for BCMM – 3 yr Period
- 8/2/1/233 Contract No. 180 – Bulk Printing and Distribution of Monthly Municipal Rates and Services Accounts, Notices and Letters
- 8/2/1/234 Contract No. CE 212 : Supply and Maintenance of Unified Email In Cloud for BCMM – 1 yr Period
- 8/2/1/235 Contract No. CE 213 : Upgrade, Support and Maintenance of Unicentre Service Desk – BCMM
- 8/2/1/236 Contract No. CE 276 : Procurement of Service Providers – Training Programmes
- 8/2/1/237 Contract No. ED 406 : Provision of Logistics Function – Electrical Store Mdantsane – 3 yr Period
- 8/2/1/238 Contract No. 301 : Construction and Maintenance of Gravel Roads – BCMM – 3 yr Period
- 8/2/1/239 Contract No. CE 366 :- Appointment of a Panel of Service Providers – Supply, Install and Commission Air Quality Monitoring Station Equipment – 2 yr Period
- 8/2/1/240 Contract No. 344 :- Supply and Implementation of Electronic Performance Management System
- 8/2/1/241 Contract No. CE 345 :- Institutional Cultural Behaviour and Change Management
- 8/2/1/242 Contract No. ED 410 :- Provision of Electrical Engineering Services- BCMM (3 yr Period)
- 8/2/1/243 Contract No. CE 371 :- Call for Expression of Interest : Specialist Repairs of Vehicles – Mechanical and Earthmoving Equipment. 36 months
- 8/2/1/244 Contract No. CE 380 :- Panel of Civil Works Contractors :- Construction of Water and Sewer – 3 yr Period
- 8/2/1/245 Contract No. CE 352 :- Review of Allocation and Relocation Policy
- 8/2/1/246 Contract No. CE 352 :- Panel of Civil Works Construction of Roads and Stormwater – 3 yr Period (As when required)
- 8/2/1/247 Contract No. CE 351 :- Formulation of BCMM Social Housing Policy
- 8/2/1/248 Contract No. 363 :- Procurement of Advertising Service Provider
- 8/2/1/249 Contract No. CE 378 :- Panel of Service Providers/Professional team as per ECSA Guidelines Scope (Stage 1-6)
- 8/2/1/250 Withdrawal of Formal Tender No. 215 : Provision of Laundry Services – Gonubie Resort – 3 yr Period
- 8/2/1/251 Contract 388 : MV/LV Reticulation for 500 House Service – connections for Potsdam Unit P
- 8/2/1/252 Contract Enquiry No. 215 : Renewable Energy Projects for BCMM

- 8/2/1/253 Contract No. 320 Tri-Annual Contract for Registration of Professional Service Providers for Cadastral Sectional Title, Sectional Title, Engineering and Monitoring Surveys for a Period of 3yrs within BCMM
- 8/2/1/254 Contract No. CE 334 :- Procurement of a Fleet Monitoring Management and Communication System for 3yrs (Report No. BEC-1 81/19)
- 8/2/2 Formal/Informal tenders
(Open a file for each directorate and number consecutively)
- 8/2/2/1 City Manager's Office
- 8/2/2/2 Chief Financial Officer
- 8/2/2/3 Directorate : Development Planning
- 8/2/2/4 Directorate : Engineering Services
- 8/2/2/4 Contract No. 1371 : Water demand management and water conversation
- 8/2/2/5 Directorate : Corporate Services
- 8/2/2/6 Directorate : Community Services
- 8/2/2/7 Mayor's office
- 8/2/2/8 Director : Public Safety, Health and Disaster Management
- 8/2/2/9 Directorate : Chief Operating Officer [COO]
- 8/2/2/10 HOD : LED
- 8/2/2/10 Formal and Informal Tenders : Directorate of Economic Development and Agencies
- 8/2/2/11 Directorate of Solid Waste:- Review of Solid Waste Health Service Plan
- 8/3 Specific contracts
(Open a file for each contract and number consecutively)
- 8/3/1 BCC/DDP/BMS/826/03 : King Williams Town:
Reroofing and repairs
- 8/3/2 Contract for development, implement, maintain and operate a Pavement Management System
- 8/3/3 BCC/DDP/BMS/825/03 : Sisa Dukashe Stadium:
Painting and repairs : Canopy
- 8/3/4 BCC/DDP/BMS/824/02/03 : Rehabilitation of side walks
Various erven
- 8/3/5 Contract BCC/DDP/BCMET/805/02: Improvements to pedestrian, hawker and taxi facilities at Taxi City Rank, King William's Town
- 8/3/6 BCC/DES/WW/800/02 : Outspan Pump Station :
Commissioning of a 1500 kVA Standby operator
- 8/3/7 BCC/DCES/819/03 : BCM Regional Waste Disposal Site : Installation of flashlight at level crossing
- 8/3/8 BCC/DPED/B/816/03 : Erection of pre cast informal trading units, King William's Town
- 8/3/9 BCC/DDP/B/818/03 : Alterations to offices, Trust Centre
- 8/3/10 BCC/DES/WW/774/02 : Water supply to Potsdam :

Potsdam Phase 2

8/3/11 BCC/DES/WW/813/03 : Upgrading of Umzoniana Water Treatment plant

8/3/12 BCC/DDP/House/823/03 : Construction of house foundation platforms in the Airport Phase 2 and 2A East London

8/3/13 CC/DES/RDS/764/02 : Sweetwater housing Development - Phase III Provision of Civil Engineering Services

8/3/14 Nompumelelo Rapid land release : Construction of internal services

8/3/15 BCC/DES/814/03 : Pre cast concrete palisade fencing : Reservoirs in King William's Town

8/3/16 BCC/DES/WW/794/03 : King William's Town Water Loss Management Program

8/3/17 BCC/DES/RDS/831/03 : Resealing of bituminised roads : Mpongo Park road

8/3/18 BCC/DES/RDS/832/03 : Resealing of bituminised roads : King William's Town Area

8/3/19 BCC/DES/RDS/833/03 : Resealing of bituminised roads : East London area

8/3/20 BCC/DES/WW/798/02: Unit P: Mdantsane : Bulk water supply: New bulk rising main from Outspan to Cutting Reservoir

8/3/21 BCC/DES/RW/811/03 : Construction of Dimbaza East Access Road

8/3/22 BCC/DES/SEW/828/03 : Pirie Trust Collector Sewer Phase 2

8/3/23 BCC/DES/HYD/451/03 : Labour intensive trench excavation and pipe laying

8/3/24 BCC/DDP/DES/830/03 : Frere Hospital Traffic Road Safety measures

8/3/25 ELCC/DES/SEW/642F/98 : Mvubukazi interceptor

8/3/26 BCC/DES/HOUS/763/02: Sewer Reticulation Network for residential area of Tyu-Tyu : Phase 2

8/3/27 BCC/DES/834/03 : Provision of security fencing at Mdantsane Reservoirs and pump stations

8/3/28 BCC/DES/WW/785/02 : Ginsberg water supply

8/3/29 BCC/DES/HOUS/841/03 : Airport Phase 2A : Construction of internal services

8/3/30 BCC/DES/CMIP/812/03 : Unit P : Mdantsane Bulk Sewer : Phase 1 and 2

8/3/31 ED 272 L LV Reticulation : Potsdam Village : Phase 3 : 650 connections

8/3/32 ED 273 : Electrification : 302 Houses : Chris Hani : Zone 12 : Mdantsane

8/3/33 ED 274 : Electrification : Amalinda Co-Op : 217 Houses

8/3/34 ED 275 : LV Reticulation : Reeston : 500 Houses

8/3/35 BCC/DES/RDS/843/03 : Rehabilitation of Cathcart Street,

- King William's Town Phase I
- 8/3/36 BCC/DES/RDS/840/03 : Supply and delivery of vehicles
- 8/3/37 BCC/DES/HYD/842/03 : Reeston Phase 3 : Provision of Bulk water and sewer mains
- 8/3/38 BCC/DDP/HM/858/03 : Construction of approximately 317 low cost houses : Ilitha South
- 8/3/39 BCC/DDP/Trans/830/03 : Traffic Road Safety Remedial measures Pilot projects
- 8/3/40 BCC/DPP/HM/859/03 : Construction of 1216 Low cost housing in Nompumelelo
- 8/3/41 BCC/DES/WW/860/03 : Augmenting gravity raw water mains Phase I
- 8/3/42 BCC/DCES/836/03 (ELCC/DCS/DES/745/01) Regional Waste Disposal site
- 8/3/43 BCC/DES/RDS/773/02 : Resealing of bitumised roads
- 8/3/44 BCC/DDP/HM/862/04 : West bank Airport Phase 2 : Construction of 195 low cost units
- 8/3/45 ED 276 : Mdantsane Street lighting : Labour only
- 8/3/46 BCC/DPED/B/822/04 : Erection of new clinic, Sweetwaters
- 8/3/47 ED277 : Dismantle and re-build 66 kv Overhead Line (Fort Jackson – Buffalo SS)
- 8/3/48 BCM/DES/SEW/642G1/04: West Bank Screening Stations and Sundry Works
- 8/3/49 BCM/DES/SEW/642G2/04: West Bank Sundry Works : Mechanical Sub-contract
- 8/3/50 BCM/DES/SEW/642G3/04: West Bank Sundry Works : Electrical and Electronic Sub-contract
- 8/3/51 BCC/DES/864/04 : West Bank Land Restitution : Bulk infrastructure
- 8/3/52 BCC/DDP/HM/867/2004 Dimbaza Phase I & 2: Completion of Incomplete Low Cost Housing Units and Construction of New Units
- 8/3/53 BCC/DDP/HOUS/815/2002 : Reeston 1 & 2 : Construction of Approximately 2264 Low Cost Housing Units
- 8/3/54 BCC/DDP/HM/868/2004 : Potsdam Unit P : Construction of Top Structures : 2503 Erven
- 8/3/55 BCC/DDP/HM/861/2003 : Potsdam Unit P : Construction of Internal Services : 2503 Erven
- 8/3/56 Development, Implementation and Operation of a Bridge Management System for the Buffalo City Municipality for a Five Year Period
- 8/3/57 BCC/DES/RW/511/2003 : Supply and Installation of Mechanical and Electrical Equipment for Proposed New Clear Water Pumpstation at

- Ginsberg
- 8/3/58 Contract BCC/DES/839/2003 : Second Creek Pump Station : Spill Alleviation
- 8/3/59 Contract No BCC/DDP/BCMET/804/2002 : Repairs to Pavement and Improvements to Pedestrian, Hawkers and Taxi Facilities at Highway Taxi Rank, Mdantsane
- 8/3/60 BCC/DDP/HM/872/2004
Completion of Construction of 255 Houses : Chris Hani Housing Project Mdantsane
- 8/3/61 BCC/DDP/BMS/876/2004 : Painting of the Exterior of Beaconsfield Main Building
- 8/3/62 BCC/DDP/BMS/877/2004: Re-Roofing of the Beaconsfield Main Building
- 8/3/63 Contract No E.D.278 : Electrification of Mdantsane Schools : Sinikiwe High; Nkululeko Senior Primary, Dumisa Primary and Fikile Bhengu Senior Primary
- 8/3/64 Contract No. E.D. 279 : Electrification of Mdantsane Schools : Phambili Primary, Khanyisa Junior Primary, Sakhile Senior Primary and Nobotwe Junior Primary
- 8/3/65 BCC/DDP/HM/874/2004 : The Construction of Top Structures to Sweetwaters Phase 3 – 550 Units
- 8/3/66 BCC/DDP/HM/875/2004 : The Construction of Top Structures to Tyutyu Phase 2 – 497 Units
- 8/3/67 BCC/DCES/836/2004 : Regional Waste Disposal Site : Construction of Clay Liner to Cell 1
- 8/3/68 BCC/DCES/835/2004 : Regional Solid Waste Disposal Site, Supply and Installation of 1.5mm Geomembrane Liner to Cell I
- 8/3/69 E.D. 280 : Electrification of Mdantsane Schools : Mfundo Senior Primary, Lunga Junior Primary, Chuma Junior Primary and Zamani Junior Primary
- 8/3/70 E.D. 281 : Electrification of Mdantsane Schools : W.S. Bashe Senior Primary, Nontombe Matte Junior Primary, Shadrack Mtsemela Senior Primary and Zanokukhanya Junior Primary
- 8/3/71 E.D. 282 : Electrification of Reeston Phase 1
- 8/3/72 E.D. 283 : Electrification of Airport Township
- 8/3/73 BCC/DES/RDS/873/2004 : Rehabilitation of Sidewalks in Various Areas
- 8/3/74 BCC/DDP/B/881/2004 : Erection of Public Ablutions at John Dube Cemetery
- 8/3/75 BCC/DDP/BMS/882/2004 : The Palasade Fencing of N.U. 1 Cemetery

8/3/76 BCC/DDP/BMS/883/2004 : The Palasade Fencing of Section I of the Amalinda Cycle Track

8/3/77 BCC/DDP/BMS/884/2004 : The Palasade Fencing of Section 2 of the Amalinda Cycle Track

8/3/78 Contract No: E.D.284 : Electrification of Mdantsane Schools : Lwandisa Junior Primary, Zqelihle Junior Primary, Phumelelani Senior Primary and Thandulwazi Junior Primary

8/3/79 Contract E.D.285 : Electrification of Nompumelelo Township in Beacon Bay, East London

8/3/80 Contract E.D.286 : Electrification of Phakamisa South C100 Connections

8/3/81 BCC/DDP/B/885/2004 : New Ablutions Marina Glen Caravan Park

8/3/82 BCC/DDP/HM/887/2004 : Reeston Phases 1 & 2 – Stage 1C – Construction of Top Structures – 2264 Units

8/3/83 Contract No BCC/DES/888/2004 : Reeston Phase 3: Internal Engineering Services for 800 Erven

8/3/84 Contract No BCC/DES/864/2004 : West Bank Land Restitution Project, East London : Bulk Electricity Services : Phase A

8/3/85 Contract No bcc/des/886/2004 : Refurbishment of Mdantsane Sewer Pipe Bridges : Phase 2

8/3/86 BCC/DDP/HM/889/2004 : Construction of Top Structures to Airport Phase 2A – 615 Units

8/3/87 Contract No BCC/DES/890/2004 : Reeston Phase 1 & 2 : Upgrading of Access Roads

8/3/88 ED287 Re-instatement of Protection System and Commissioning of Arcadia No 1, 33/11KV Transformer

8/3/89 BCC/DDP/893/2005 Office and Ablutions, Haven Hills Cemetery

8/3/90 BCC/DDP/B/894/2005: Public Ablution Cambridge Cemetery

8/3/91 BCC/DES/RDS/808/2002/2003: rehabilitation of Sidewalks: Mdantsane

8/3/92 BCC/DES/891/2005: Ducats Waste Disposal Site – Closure and Rehabilitation

8/3/93 ED288 Maintenance of The Pambroke S/S to Kamba S/S 66KV Overhead Line

8/3/94 Contract No BCC/DES/WW/799/2002: Refurbishment of Rising Main Tunnel

8/3/95 BCC/DDP/B/896/2005 Additions to Cambridge Cemetery Office

8/3/96 BCC/DDP/B/895/2005

- Conversion of Flats to Offices for Buffalo City
Municipality Disaster Management
8/3/97 BCC/DDP/HM/879/2004
Construction of Top Structures for Potsdam Unit
P:500 Units
- 8/3/98 BCC/DDP/BMS/897/2005
Precast Fencing and Gates at the EL SPCA
- 8/3/99 BCC/DDP/BMS/898/2005
Replacement of Palisade Fencing around Marine
Glen & Little Mauritius Areas
- 8/3/100 ED 289 : Installation of Street Lighting in Duncan
Village
- 8/3/101 Contract No. BCC/DES/900/2005 Reconstruction
of Mpuntsha Street Bridge Duncan Village
- 8/3/102 Contract No. BCC/DES/899/2005 Amalinda
Simanyene 93 Units Housing Project –
Construction of Internal Services
- 8/3/103 Contract No. BCC/DES/PIU/901/2005
Jan Smuts High Mast Lighting Electrical
installation East London
- 8/3/104 Contract No. ED 290 Selection of Eskom approved
Energy Services Company (ESCO)
- 8/3/105 ED 296 Proposal for Power Quality Management
System
- 8/3/106 ED 295 Electrification of Mdantsane School
Sikhulule High Qhesana High
- 8/3/107 ED 294 Electrification of Mdantsane School
Mdantsane J.P. Encotsheni H.P. Ebotive J.P.
Elitheni and Equleni J.P.
- 8/3/108 ED 292 Electrification of Mdantsane Schools
Zukisa J.P. Bulumko H.P. Vulumzi J.P.
Nontsikelelo J.P. and W.M. Mtyeko L.P.
- 8/3/109 ED 291 Electrification of Mdantsane Schools
Isibane J.P. Buzile J.P. Thembeke J.P. : F.B.
Gaushe J.P. and Sophakama J.P.
- 8/3/110 ED 293 Electrification of Mdantsane Schools L.M.
Yako J.P. Luzuko H.P. Londolozani J.P. Nowonga
J.P. and Zimasa J.P.
- 8/3/111 Contract BCC/DSS/MIG/902/2005
Construction of Plastic Board walks
Nahoon Estuary Nature Reserve and Nahoon Point
Nature Reserve
- 8/3/112 Contract No. BCC/DDP/Trans/903/2005 Upgrading
of Dimbaza Taxi Rank Facility
- 8/3/113 Contract No. BCC/DES/HOUS/PIU/904/2005 -
Construction of Engineering Services for Z. Soga
Housing Project

- 8/3/114 ED 297 Manufacture and Installation of One 20 MVA 33/11 KV Transformer for Arcadia Substation
- 8/3/115 BCC/DDP/HM/911/2005 Construction of Top Structures to Reeston Phase 3 800 Units
- 8/3/116 BCC/DDP/HM/910/2005 Construction of Top Structures to Reeston Phase 1 and 2 500 Units
- 8/3/117 BCC/DDP/HM/908/2005 Construction of Top Structures to Airport Phase 2A - 626 Units
- 8/3/118 BCC/DDP/HM/912/2005 The Construction of Top Structures to Z-Soga Phase 1 - 171 Units
- 8/3/119 Contract No BCC/DES/892/2005 Nxamkwana Sanitation Project BCM Ward 18
- 8/3/120 Contract BCC/DES/837/2004 ELRWDS – construction of Workshop Offices and Ancillary Works
- 8/3/121 BCC/DDP/HM/909/2005 Construction of Top Structures to Amalinda Simanyene – 93 Units
- 8/3/122 BCC/DDP/HM/906/2005 Construction of Top Structures to Sweetwaters Phase 3 – 550 Units
- 8/3/123 BCC/DDP/HM/907/2005 Construction of Top Structures to Tyutyu Phase 2 – 373 Units
- 8/3/124 BCC/DES/MIG/917/2005 Upgrading of Mdantsane Gravel Roads Phase 1
- 8/3/125 Contract No. BCC/DES/MIG/916/2005 Upgrading of Parkside and Buffalo Flats Sportsfields
- 8/3/126 Contracts No. BCC/DES/MIG/918/2005 : Refurbishment of Mdantsane Sewer Pipe Bridge – Phase 3
- 8/3/127 Contracts No. BCC/DES/MIG/919/2005 Mdantsane Zone 10 Pumpstation
- 8/3/128 Contract No. BCC/DES/MIG/920/2005 Rural Gravel Roads Rehabilitation
- 8/3/129 Contract No. BCC/DES/MIG/921/2005 Reeston Phase 3 : Internal Engineering Services for 800 Erven
- 8/3/130 ED 298 Electrification of Reeston and Nompumelelo
- 8/3/131 ED 299 Electrification of Kwa Tsatshu
- 8/3/132 Contract No. BCC/DSS/924/2005 Elrwd's Construction of Cell 2
- 8/3/133 Contract No. BCC/DES/PIU/922/2005 Fencing of Phakamisa Sportsfields
- 8/3/134 BCC/DES/PIU/928/2005 Renovations and Upgrading of Zwelitsha Sportsfield Phase 2
- 8/3/135 BCC/DES/PIU/914/2005 Refurbishment of Central Waste Water Treatment Works

- 8/3/136 BCC/DES/MIG/915/2005 Mdantsane Bulk Water Supply to Buffer Strip/Needs Camp/Ncera : Phase 1
- 8/3/137 BCC/DES/PIU/926/2005 Relining of Existing Raw Water Tunnel to the Umzoniana Dam
- 8/3/138 BCC/DES/PIU/927/2005 Construction of 600 kl Elevated Tank at Homeleigh Pumpstation
- 8/3/139 BCC/DDP/B/923/2005 Refurbishment of Indigent Offices, Munifin Centre
- 8/3/140 ED 300 Electrification Buffalo City Schools
- 8/3/141 ED 301 Electrification Buffalo City Schools
- 8/3/142 Contract No. BCC/DES/MIG/930/2005 Mdantsane Bufferstrip Collector
- 8/3/143 Contracts No. BCC/DES/MIG/913/2005 The Construction of a Rugby Field in Mntlabati Village for Moonlight Rugby Club
- 8/3/144 Contracts No. BCC/DES/MIG/932/2005 Mdantsane Additional Storage Reservoirs
- 8/3/145 Contract No. BCC/MIG/866/2005 Construction of Mdantsane Zone 7 & 8 Interceptor Sewer
- 8/3/146 Tender for Contract ED 302 Dismantle & Rebuild 66 KV line – Pembroke Sub to Fort Jackson Tee
- 8/3/147 Contract No. BCC/DES/MIG/933/2006 Upgrading of Sisa Dukashe Stadium
- 8/3/148 Contract No. BCC/DES/PIU/936/2005 Master Plan for East London Zoo
- 8/3/149 Contract BCC/DDP/B/925/2005 Renovations and Refurbishment of East London Central Library
- 8/3/150 Contract No. ED 304 : Buffalo City Ring Fencing and MFMA Section 84 Assessment
- 8/3/151 Contract BCC/DDP/BMS/937/2006 External Painting of Garcia Flats Blocks A&B
- 8/3/152 Contract No. ED 303 – Provision of an Asset Register for Municipal Electricity Dept
- 8/3/153 BCC/DDP/B/938/2005 New Changeroom to Waste Management Depot KWT
- 8/3/154 BCC/DES/PIU/934/2006 : Upgrading Gonubie Main Road Phase I (Cycle Track)
- 8/3/156 BCC/DDP/B/929/2005 Auditorium and Alterations to The Fleet Street Fire Station E.L. Phase 1
- 8/3/157 Contract No. BCC/DDP/HM/935/2006 Construction of 180 New Houses and Completion of 472 Incomplete Top Structures for The Reeston Phase 1 and 2 Stage 1A Housing Project
- 8/3/158 Contract No. ED 305 Construction of MV of Street

- Lighting Overhead Reticulation and Installation of Street Luminaries between Zone 15 and Potsdam South
- 8/3/159 Contract No. BCC/DDP/B/943/2006
New Changeroom Elec Depot KWT
- 8/3/160 Contract No. BCC/DES/RDS/944/2006
Annual Roads Maintenance Contract
- 8/3/161 Contract No. BCC/DES/MIG/942/2006
Quenera Waste Water Treatment Works
- 8/3/162 Contract No. BCC/CM/DST/946/2006
Upgrading The Bulk Electricity Supply
- 8/3/163 Contract No. BCC/DES/MIG/940/2006 :
Energy Policy and Strategy for BCM
Stabilisation of Mdantsane Waste Water Treatment Works
- 8/3/164 Contract No. BCC/DES/IN HOUSE/03/06
Joan Harrison Complex : Repairs to Diving Pool
- 8/3/165 Contract No. BCC/DES/PIU/948/2006
Construction of Quenera Drive Phase I
- 8/3/166 Contract BCC/DDP/B/950/2006
Alterations and Additions Moore Street Clinic E.L.
- 8/3/167 Contract No. BCC/DES/RDS/957/2006
Development and Implementation of a Storm Water Management Plan for BCM for a Period of Five Years
- 8/3/168 Contract No. BCC/DES/PIU/956/2006
King Williams Town Public Swimming Pool
Repairs to Swimming Pool and New Filtration Plant
- 8/3/169 ED 306 – Supply, Installation, Testing and Commissioning of Bulk Electricity Supply
Infrastructure New Reeston 66/11 KV Substation
- 8/3/170 ED 307 – Supply, Installation and Commissioning of 66KV Line Reeston Substation
- 8/3/171 ED 308 Electrification of Low Income houses within BCM
- 8/3/172 Contract No. BCC/DES/MIG/949/2006
Buffalo City Bucket Eradication Project
- 8/3/173 ED 309, Proposals for the Services of a Safety Officer
- 8/3/174 Contract BCC/DES/PIU/958/2006
Construction of the Mdantsane Boxing Gymnasium
Mdantsane
- 8/3/175 Contract No. BCC/DDP/B/951/2006
Additions to Petros Jobane Clinic : Cambridge Township
- 8/3/176 BCC/DDP/B/952/2006 Community Support Centre

	Duncan Village Community Halls Site, Erf 46406 Douglas Smith Highway, Duncan Village
8/3/177	ED 310 Electrification of Buffalo City Schools
8/3/178	BCC/DDP/B/962/2006 Alterations and Additions to Cambridge Clinic (Sprigg Street)
8/3/179	Contract BCC/DES/PIU/961/2006 Upgrading of the Cambridge Crematorium
8/3/180	Contract No. BCC/DES/MIG/960/2006 Mdantsane Buffer Strip Collection Sewers Phase 1B
8/3/181	Contract BCC/DES/PIU/959/2006 Remedial Work to the Dimbaza Community Hall (Moses Twebe Great Hall)
8/3/182	BCC/DDP/B/954/2006 Mdantsane Community Support Centre Erf 9797, Mdantsane
8/3/183	BCC/DDP/B/953/2006 Conversion of Building for Community Support Centre, Erf 9240, Taylor Street King Williams Town
8/3/184	BCC/DDP/HM/963/2006 Mekeni Road Pilot Project Construction of Top Structures – 46 Units
8/3/185	ED 311 Installation of Street Lighting Reticulation and Street Lighting Luminaries in Mdantsane Zone 13 and 17 Units
8/3/186	Contract No. BCC/DES/PIU/971/2007 Fencing of Cuttings Reservoir
8/3/187	ED 312 - Electrification of Buffalo City Schools
8/3/188	Contract No BCC/DES/RDS/966/2007 : Resealing of Bituminised Roads
8/3/189	Contract No BCC/DES/PIU/955/2006 : Mdantsane Bulk Water Supply and Buffer Strip/Needs Camp/Ncera Phase 2
8/3/190	Contract No BCC/DES/MIG/949/2006 : Buffalo City Municipality Bucket Eradication Project
8/3/191	Contract No BCC/DES/MIG/965/2007 : Upgrading Quenera Wastewater Treatment Works Phase 1
8/3/192	ED 313 - Priced Proposal for the Testing and Maintenance of the Protection Schemes within Buffalo City's Electrical Network
8/3/193	ED 314 - Removal and Construction of Street Lighting reticulation on Settlers Highway
8/3/194	Contract BCC/DES/967/2007 Part A Construction of Buy-Back Centre Part A Roadworks and Boundary Wall
8/3/195	Contract BCC/DES/968/2007 – Part A Construction of Buy-Back Centre Part B Utility Building
8/3/196	ED 316 Manufacture and Installation of Replacement 11KV Switchpanel and Rehabilitation

- of 33KV Equipment at Chiselhurst Substation
- 8/3/197 Contract BCC/DDP/B/973/2007
Phase one Alterations and Additions
Municipal Stores – Phillip Frame Road E L
- 8/3/198 Contract BCC/DDP/B/974 Rehabilitation of Rates
Hall Munifin Centre Caxton Street East London
- 8/3/199 Contract No BCC/DES/PIU/972/6/2007
Mdantsane sidewalks upgrade
- 8/3/200 Contract No BCC/DDP/B977/2007
Supply and Erection of Duncan Village Massacre
Memorial
- 8/3/201 ED 317 : Establishment and Operations of an
Electricity Control Centre and an Engineering
Customer Call Centre within BCM
- 8/3/202 Construction of Quenera Drive – Phase 1 Tender
No BCC/DES/PIU/948/2006
- 8/3/203 Contract No. 318 Electrification of 500 houses in
Potsdam East London
- 8/3/204 ED 319 Design Supply and Build Electrical
Network for the Supply of Electricity to 614 Low
Income Houses in Airport Phase 2A
- 8/3/205 Contract BCC/DES/MIG/979/07 Second Creek
Landfill Site Construction of Palisade Fence
- 8/3/206 Contract No. ED 320 Removal of Existing and
Design and Installation of New Street Lighting on
the Esplanade
- 8/3/207 Contract BCC/DDP/B/981/2007
Erection of Sinebhongo Clinic Sinebhongo
Village – Road of Good Hope E.L.
- 8/3/208 ED 321 Mdantsane Electrical Network
Maintenance Project Co-Ordinator
- 8/3/209 Contract No. ED 322 Design Supply and Build
Electrical Network for The Supply of Electricity to
300 Reeston Phase 3 and 93 Amalinda Simunyene
Low Income Houses in BCM
- 8/3/210 Contract No. 323 Call for a Priced Proposal for the
Establishment and Operation of a Customer Call
Centre in BCM
- 8/3/211 Electricity Distribution System in Mdantsane Areas
- 8/3/212 Contract BCC/DDP/B/978/2007
Proposed New Duncan Village Business Support
Centre Duncan Village, E.L.
- 8/3/213 Contract BCC/DES/PIU/983/2007 : Augmentation
of the Buffalo River Raw Water Abstraction
System (Phase)
- 8/3/214 ED 328 Construction of Hydraulically Operated
High Masts Lighting

- 8/3/215 Contract No. BCC/DES/MIG/988/2007 –
Mdantsane Buffer Strip Collector Sewage
- 8/3/216 Contract No. BCC/DES/MIG/987/2007 :
Upgrading of the Quinera Wastewater Treatment
Works
- 8/3/217 Contract No. BCC/DES/MIG/941/2006
Mdantsane School Pedestrian Facilities
- 8/3/218 Contract No. BCC/DDP/B/985/2007
Erection of Sanitation Resource Centre Berlin E.L.
- 8/3/219 Contract BCC/COO/HM/989/08 : Tender Notice
for Meken Haven Hills South Pilot Project
- 8/3/220 Contract BCC/DDP/B/990/2008 : Conversion of
Synagogue into New Employee Wellness Centre
- 8/3/221 Contract No. ED 330 : Substation Maintenance :
Maintenance of Transformers and all Auxilliary
Equipment, e.g. Breakers, Bus Zones, CTs and
VT's
- 8/3/222 Contract No. ED 331 : Promulgation of Municipal
by-laws:
(i) electricity supply by-law
(ii) standard by-law relating to Roads and
Streets
- 8/3/223 Contract No. BCC/DDP/TIAN/99/2008
Upgrading Gonubie Main Road Phase 1A (Cycle
Track)
- 8/3/224 Contract No. BCC/DDP/B/8/3/224/993/2008 :
Extension of Eastern Beach Lookout East London
- 8/3/225 Contract No. BCC/DES/DCS/995/2008 : Leachate
Drain, Leachate Pumps and Rising Main : Second
Creek Landfill Site
- 8/3/226 Contract No. BCC/DES/DCS/996/2008 :
Relocation of Landfill Waste and Earthworks for
Shaping and Cover of NU 2 Landfill Site
- 8/3/227 Contract No. BCC/DES/PIU/994/2008 : Potsdam
Unit P Internal Engineering Services for 200 Erven
- 8/3/228 Contract No. BCC/DES/PIU/997/2008 : Extension
to Cold Storage Facility at Wilsonia Fresh Produce
Market : Tender Notice
- 8/3/229 Contract No. BCC/COO/HM/998/08 – Potsdam
Unit P
Stage 2 – Provision of Top Structures – 2003 Site 5
- 8/3/230 Contract No. BCC/DES/PIU/999/08
Reeston 3B : Internal Engineering Services 2500
Erven
- 8/3/231 Contract No. BCC/COO/HM/1001/08 : Reeston
Phase 3 – Stage 2 : Provision of Top Structures –

- 2500 Sites
- 8/3/232 Contract No. ED 324 : Provision of Logistics Function in Mdantsane
- 8/3/233 Contract No. ED 325 : Operation and Maintenance of the Overhead Electrical Network in Mdantsane
- 8/3/234 Contract No. ED 326 : Operation Maintenance of Electrical Substations and Switch Houses in Mdantsane
- 8/3/235 Contract No. ED 327 : Establishment and Operation of an Electrical Control Centre and a Customer Care Centre in Mdantsane
- 8/3/236 Contract No. BCC/COO/HM/992/08 Reeston Phase 1 & 2 Stage 1B : Construction of 606 Low Cost Housing Units
- 8/3/237 Contract No. BCC/DES/DCS/1000/08 Duncan Village : Construction of Drop Off Points
- 8/3/238 Contract No. ED 333 - Supply and Installation of 11KV Feeder Lines for Reeston Substation Phase 2
- 8/3/239 Contract No. ED 332 – Supply and Installation of 11KV Feeder Lines for Reeston Phase 1
- 8/3/240 Contract BCC/DES/SEW/772/2002 Operation of Dimbaza, Zwelitsha, Mdantsane and Potsdam Sewerage Treatment Plants Termination of Contracts
- 8/3/241 Contract No. ED 329 Supply Installation, Testing and Commissioning of Bulk Electricity Supply Infrastructure to New Queenspark 132/11KV 40 MVA Substation
- 8/3/242 ED 335 : Substation Maintenance i.e. Auxilliary Equipment e.g. Breakers Bus-Zones, CT's & VT's
- 8/3/243 ED 336 : Substation Maintenance i.e. Maintenance to Substation Transformers
- 8/3/244 Contract BCC/DDP/B/1002/2008 Phase 2 Alterations and Additions Municipal Stores – Phillip Frame Road E.L.
- 8/3/245 BCC/COO/HM/04/08 DVRI High Density Low Cost Housing Units in the following areas : Mekeni Road (46 units), Haven Hills South (48 units) and Duncan Village competition size (131 units)
- 8/3/246 Contract BCC/DDP/B/1978/2008 Proposed New Duncan Village Business Support Centre Duncan Village East London
- 8/3/247 Contract 2730 : Supply and Installation of Steel Palisade Fencing
- 8/3/248 Contract No. BCC/DES/MIG/987/1 Upgrading of the Quinera Waste Water Treatment Works : Subcontract for the Electrical and Electronic

- Works : Tender Notice
- 8/3/249 Contract No. ED 338 MV/LV Reticulation and House Service Connection for Reeston 1228 Connections
- 8/3/250 Contract ED 337 : Removal of Existing Street Lighting and Network (including services connections) on the Qumza Highway Mdantsane
- 8/3/251 BCC/DES/PMU/1006/08/2 Provision of Civil Engineering Services : Construction of Rural Roads : Southern Route Alice Road
- 8/3/252 BCC/DES/PMU/1006/08/01 Provision of Civil Engineering Services : Construction of Rural Roads : Northern Route Alice Road
- 8/3/253 BCC/COO/HM/1004/08 Provision of Civil Engineering Service : Construction of Services to Transitional Relocation Areas at Duncan Village
- 8/3/254 Contract No. 72 : Supply and Delivery of Ferric Chloride (43°) Commercial Strength to Zwelitsha Waste Water Treatment Works
- 8/3/255 BCC/DES/RDS/1009/A/08 and BCC/DES/RDS/1009/B/08 Provision of Civil Engineering Services : Rehabilitation and Upgrading of Mdantsane Roads
- 8/3/256 BCC/DES/RDS/1008/A/08 and BCC/DES/RDS/1008/B/08 Provision of Civil Engineering Services and Rehabilitation - Upgrading of Duncan Village Roads
- 8/3/257 BCC/DES/RDS/1009/C/08 and BCC/DES/RDS/1009/D/08 Provision of Civil Engineering Services : Rehabilitation and Upgrading of Mdantsane Roads
- 8/3/258 ED 323 : Development of Electricity Master Plan for Buffalo City
- 8/3/259 BCC/DES/PMU1012/08
- 8/3/260 Contract BCC/DDP/B1013/2008 Extensions to Stores Department Phase 3 : Administration Block
- 8/3/261 Contract No. BCC/DES/MIG/1033 2008 Buffalo City Agricultural and Rural Development Infrastructure [Pirie Trust Sanitation : Eradication Project]
- 8/3/262 Contract No. BCC/DES/LED/MIG 1024/08 – Proposal : Consulting Engineers are invited to submit Proposals regarding Buffalo City Agricultural and Rural Development Infrastructure Programme Location
- 8/3/263 Contract No. BCC/DES/MIG/1032 2008 : Zinyoka

- 8/3/264 Sanitation Backlog Eradication Project [Zinyoka]
Contract No : CE 73 – Inspection reporting and removal of Illegal Services in Buffalo City Municipality Area of Supply and Investigating into Vital Equipment Theft during the Twelve Months commencing 1st January 2009
- 8/3/265 Tender No. 2771 – Tender for the provision of Project Management and Planning Design facilitation, Documentation and Construction, Supervision Services by bwtt – Environment Professionals and other related services providers for the Period : 1 February 2009 to 31 January 2012
- 8/3/266 Contract No. BCC/DES/MIG/1011/2008
Upgrading of the Nord Avenue Sewer Pump Station : Tender Notice
- 8/3/267 Construction of the Bhisho King William’s Town and Zwelitsha Bulk Regional Sewerage Scheme – Phase I BCC/DES/PIU/1034/2008
- 8/3/268 Contract No. : C2756 : Valuation Review of Specified Agricultural Properties in Buffalo City Municipality
- 8/3/269 Contract No. : BCC/DES/MIG/1021/08 Ngxwalane Sanitation Backlog Eradication Project
- 8/3/270 Contract No. : BCC/DES/DCS/MIG 1015/08 – Provisioning of Architectural, Civil Structural Quantity Surveying Services Location : Phakamisa
- 8/3/271 Contract No. : BCC/DES/ESS/1026/2008 – 2010 Legacy Project : Upgrading of Zwelitsha Sportsfield Infrastructure Location : Zwelitsha
- 8/3/272 Contract No. : BCC/DES/MIG/1022/2008 Kwalini Sanitation Backlog Eradication Project
- 8/3/273 Contract No. : C2757 : Valuation Review of Specified Non Residential Properties in Buffalo City Municipality
- 8/3/274 Gravel Roads Rehabilitation in Buffalo City Municipality Rural Areas
- 8/3/275 Contracts BCC/DES/COO/HM/1042/2008 Housing Projects and Buffer Strip – Manyano and Tembelihle
- 8/3/276 Contract No. BCC/DES/COO/HM/1043/08
Mdantsane Zone 18cc Housing Project Location : Mdantsane
- 8/3/277 BCC/DES/MIG/1035/2008 West Bank Restitution Project : Roads Infrastructure
- 8/3/278 Contract No. BCC/DES/PIU/970/2007 Mdantsane Bulk Water Supply to Buffer Strip/Needs Camp/Ncera Phase 3

- 8/3/279 BCC/DDP/B/1044/2008 Proposed New Staff Ablutions Mdantsane Roads Maintenance
- 8/3/280 BCC/DDP/B/1049/2009 Design, Supply and Install New, Cold Room Water Tower – E L Municipal Market
- 8/3/281 Contract No. : BCC/DDP/B/1020/2008 Alterations and Additions to Berlin Clinic
- 8/3/282 2010 Legacy Projects Upgrading of Amalinda Sportsfield Infrastructure Contract No. BCC/DES/ESS/1025/2008
- 8/3/283 Contract No. CE 75 Electrification of Infill House in the Buffalo City Municipality Area for the Period of One Year definite Contract and Optional and Optional Two/One Year Extensions
- 8/3/284 Contract No. 2772 Proposed Sale of Erf 20216 – Haven Hills East London
- 8/3/285 BCC/DES/ESS/DSRAC/1028/2008 Proposal : 2010 Legacy Projects Upgrading of ABSA Stadium
- 8/3/286 Contract No. ED 340 Construction and Building Extensions of Electrical Substations and Switch Houses in Buffalo City
- 8/3/287 Contract No. BCC/DES/ESS/DSRAC/1029/08 Upgrading of Bhisho, Dimbaza, Peelton and Madramini Sports Fields
- 8/3/288 BCC/DES/ESS/DSRA/1030/Upgrading of Tsholomnqa North End Needs Camp and Parkside
- 8/3/289 BCC/DES/ESS/DSRAC/1031/2008 Upgrading of Sisa Dukashe Newlands Ndevana and Gompo
- 8/3/290 Contract No. BCC/DCS/MIG/1016/08 Construction of Scenery Park Community Hall : Appointment of Consultants (BCC/DCS/MIG/1070/09)
- 8/3/291 Contract No. BCC/DCS/MIG/1017/08 Construction of Ndevana Community Hall : Appointment of Consultants
- 8/3/292 Contract No. BCC/DCS/MIG/1018/08 Refurbishment of Airport and St. Mary's Community Hall : Appointment of Consultants BCC/DCS/MIG/1069/09
- 8/3/293 Contract No. BCC/DES/MIG/1036/2008 : Rehabilitation of Gravel Road in the Village of Balasi Buffalo City Municipality Rural Area : Inland King William's Town
- 8/3/294 Contract No. BCC/DES/MIG/1037/2008 : Rehabilitation Gravel Road in the Village of Cliff Buffalo City Municipality Rural Area Inland King William's Town

- 8/3/295 Contract No. BCC/DES/MIG/1039/2008 :
Rehabilitation of Gravel Road in the Village of
Newlands Buffalo City Municipality Rural Area
Midland Mdantsane Rural
- 8/3/296 Contract No. BCC/COO/HM/1050/2009 :
Professionals Service for Provision of 2003 Top
Structures for Potsdam Unit P Stage 2
- 8/3/297 Contract No. BCC/COO/HM/1051/2009 :
Professional Services for Provision of 2500 Top
Structures for Reeston Phase 3 Stage 2
- 8/3/298 Contract No. BCC/DCS/PMU/CONT/1054/2009
Refurbishment of King William's Town Hall
- 8/3/299 Contract No. BCC/DCS/PMU/CONT/1057/2009
Refurbishment of Cambridge Town Hall
- 8/3/300 Contract No. BCC/COO/HM/1060/2009
Construction of Internal Service and Housing Units
for the Proposed High Density Pilot Project,
Mekeni 44 Housing Units Haven Hills South of 148
Housing Units and the Competition Site of 131
High Density Housing Units for Duncan Village
Redevelopment Initiative (DVRI)
- 8/3/301 BCC/DES/PMU/1058/09 – North Route
Rehabilitation of District Roads Northern Route –
Alice Road King William's Town (TR05703)
DR07316 to DR07323
- 8/3/302 Refurbishment of Hall and Construction of Civil
Works (Parking Area) N.U. 2 Mdantsane
Community Hall BCC/DCS/CRR/1062/2009
- 8/3/303 Refurbishment of Hall and Construction of Civil
Works (Parking Area) N.U. 10 Mdantsane
Community Hall BCC/DCS/CRR/1063/2009
- 8/3/304 Refurbishment of Hall and Construction of Civil
Works (Parking Area) N.U. 12 Mdantsane
Community Hall BCC/DCS/CRR/1064/2009
- 8/3/305 Refurbishment of Hall and Construction of Civil
Works (Parking Area) N.U. 15 Mdantsane
BCC/DCS/CRR/1065/2009
- 8/3/307 Contract No. BCC/DES/ESS/DSRAC/1066/2008
Upgrading of ABSA Stadium
- 8/3/308 Contract No. BCC/DES/MIG/1041/2008
Rehabilitation of Gravel Road Tyutyu
- 8/3/309 Contract No. BCC/DES/MIG/1038/2008
Rehabilitation of Gravel Rd in the Village of
Hanover in BCM
- 8/3/310 Contract No. BCC/ESS/AGRIC/1059/2009
Construction of Dipping Water Tank at

- Ekuphumleni Village
- 8/3/311 ED 339 Construction of Hydraulically Operated High Masts Lighting
- 8/3/312 Contract No. ED 341 ABSA Stadium Floodlighting Upgrade 2010 Legacy Project
- 8/3/313 Contract No. BCC/DES/MIG/1040/2008 Rehabilitation of Gravels Rds : Potsdam North : Mdantsane
- 8/3/314 Contract No. BCC/DES/PMU/CONT/1053/2009 Construction on Zwelitsha/Bonke Pedestrian Bridge
- 8/3/315 Contract No. BCC/DES/ESS/DSRAC/1067/2009: 2010 Legacy projects: Upgrading of ABSA Stadium pitch renovation of turf and drainage and drainage extension
- 8/3/316 Contract No. BCC/DCS/CRR/1061/2009: Mdantsane Community Hall (N.U. 1) Civil Works
- 8/3/317 Contract No: BCC/DES/COO/HM/1068/2009: Second Creek Development
- 8/3/318 Contract No: BCC/DDP/B/1074/2009: Upgrading of Pharmacy Store Room, Beaconsfield
- 8/3/319 Contract No: ED 342: Street Lighting and Maintenance on main roads, highways and residential areas in BCM a period of three yrs (3)
- 8/3/320 BCC/DES/MIG/1072/2009 Construction of Phakamisa Hall
- 8/3/321 BCC/DES/MIG/1073/2009: Construction of Ndevana Hall
- 8/3/322 Contract No. BCC/DES/PMU/1067/09: Construction of rural roads: Southern Route – Alice Road
- 8/3/323 Contract No. ED 344: Construction of Hydraulically operated high masts lighting
- 8/3/324 Contract No. BCC/DES/PIU/CONT/1052/2009: Mdantsane Bufferstrip Collector Sewer Phase 2
- 8/3/325 Contract No. BCC/DES/RDS/1075/2009: Rehabilitation and Upgrading of Duncan Village Roads
- 8/3/326 Contract No. BCC/DES/MIG/1079/2009: Appointment of Service Providers: Mnqesha Sanitation Backlog Eradication Project
- 8/3/327 Contract No. BCC/DES/MIG/1080/2009: Appointment of Service Providers – Dilton Sanitation Backlog Eradication Project
- 8/3/328 Contract No. BCC/DES/MIG/1082/2009: Appointment of Service Providers: Masingatha Sanitation Backlog Eradication Project

- 8/3/329 Contract No. BCC/DES/MIG/1083/2009:
Appointment of Service Providers: Hanover and
Balasi Sanitation Backlog Eradication Project
- 8/3/330 Contract No. BCC/DDP/TPO/1081/2009:
Proposed bridge linking Potsdam/Needs Camp over
the Buffalo River (BCC/DDP/TPO/1137/10)
- 8/3/331 Contract No. BCC/DES/MIG/1087/2009: Ducats
Sanitation eradication assessment project
- 8/3/332 Contract No. BCC/DDP/TPO/1095/2009: Annual
Tender-Light Emitting Diode (LED) Traffic Signal
Heads and LED kits
- 8/3/333 Contract No. BCC/DES/MIG/1093/2009:
Provision of Professional Services to Implement
construction of King William's Town Fire Station
- 8/3/334 Contract No. BCC/COO/HM/1088/2009: DVRI
High Density Housing Project
- 8/3/335 Contract No. BCC/DDP/B/1101/2009 – Extension
to Cold Room facility East London Municipal
Market
- 8/3/336 Contract No. BCC/DES/MIG/1086/2009:
Cliff/Bongweni Sanitation Backlog Eradication
Project
- 8/3/337 Transport Policy and By-laws Contract No.
BCC/DDP/TPO/1119/2010/BCC/DFP/TPO/1187/11
- 8/3/338 Contract No. BCC/DES/MIG/1078/2009:
Upgrading of the Quinera Waste Water
Treatmentworks 1A and 1B
- 8/3/339 Contract No. ED 346: Operation and Maintenance
Electrical Substations: Mdantsane
- 8/3/340 Contract No. BCC/DCS/MIG/1069/2009 :
Specification : Construction of Yellowwoods
Bridge
- 8/3/341 Contract No. ED 345 : MV/LV Reticulation and
House Service connection for Reeston – 500
Connections
- 8/3/342 Contract No. BCC/DDP/TPO/1099/2009 :
Construction of Yellowwoods River Bridge,
Breidbach
- 8/3/343 Contract No. BCC/DES/SCI/1104/2009 : Removal
of damp and the repair and preparation of interior
and exterior surfaces at the Municipal Laboratory
for repainting/revarnishing
- 8/3/344 Contract No. BCC/DDP/TPO/1092/2009 : Buffalo
City Municipality rural non-motorised transport
plan
- 8/3/345 Contract No. BCC/DDP/TRNS/1089/2009 :
Provision of professional engineering services for

- the development and upgrading of public transport in Mzamomhle and Nompumelelo
- 8/3/346 Contract No. BCC/DES/COO/HM/1110/2010 : Civil Engineering Services for Mdantsane Zone 18cc
- 8/3/347 Contract No. BCC/COO/HM/1085/2009 : Professional Services for Provision of 2003 Top Structure for Potsdam Unit P, Stage 2
- 8/3/348 Contract BCC/DDP/TPO/1117/1107/2010 Provision of Professional Surveying Services for the Proposed BRT Routes
- 8/3/349 Ndevana/Phakamisa pedestrian bridge : Contract BCC/DDP/TPO/1103/2009
- 8/3/350 Contract No. BCC/DDP/TPO/1118/2010 : Phase 1 : Supply, Installation and Commissioning of a Digital Macro Surveillance system at Highway Taxi Rank in Mdantsane
- 8/3/351 Upgrading and extending the Mdantsane Zone 3 payment hall BCC/DDP/B/1120/2010
- 8/3/352 Refurbishment of Law Enforcement Offices in Braelyn, East London Contract No. BCC/DDP/B/1108/2010
- 8/3/353 Contract No. BCC/DES/MIG/1105/2009 : Provision of Civil Engineering Services for the upgrading of Mdantsane Roads (Region 1 and 2)
- 8/3/354 Contract No. BCC/DES/MIG/1121/2010 : Sanitation backlog in Ncera
- 8/3/355 Contract No. BCC/DES/MIG/1100/2009 : Bulk Water Supply to Coastal Areas : Phase 1A, B and C
- 8/3/356 Contract No. BCC/DES/MIG/1094/2009 Civil Engineering Service for the Design of Additional Storage Reservoir, Rising Main and Upgrading of the Pump Station for the Amahleka Water Supply Scheme
- 8/3/357 Outdoor Advertising Contract No:- [BCC/DDP/B/1111/2010] BCC/DDP/B/1123/10
- 8/3/358 Contract No: BCC/DES/PIN/HOUS/1122/2010 :- Bid for Reeston Phase 3B – Internal Engineering Services for 2500 Erven
- 8/3/359 ED 348 : MV/LV Reticulation and 1000 House Service connections for Reeston
- 8/3/360 Contract No: BCC/DDP/B/1124/2010:- Construction of Pack Shed at NU 18 for the Hydroponics Projects
- 8/3/361 ED 352 : MV/LV Reticulation and 236 House Service Connections
- 8/3/362 Operation of an Electrical Network Control Centre

- and Customer Centre ED 350
- 8/3/363 ED 349 Mdantsane Electrical Network
Maintenance Project co-ordinator
- 8/3/364 Contract No: ED 351 : MV/LV Reticulation and
350 House Service connections for Kwakilifu
- 8/3/365 Contract No: BCC/DDP/B/1129/2010 : Additions
and Alterations to Extension 10, Braelyn Clinic,
East London
- 8/3/366 Contract No: 343 : Provision of Professional
Services : Electrification of Informal/Formal
Houses & Backyard Shacks
- 8/3/367 Township Establishment : Duncan Village C-
Section (DVRI) Contract BCC/DDP/CP/1134/2010
- 8/3/368 Establishment : Mzamomhle Informal Settlement,
Phase III Contract BCC/DDP/CP/1135/2010
- 8/3/369 Roads and Stormwater Branch Pavement and
Bridge Management Systems Contract
BCC/DES/RDS/1102/2009
- 8/3/370 Contract No. BCC/DES/COO/HM/1109/2010 :
Mdantsane Bufferstrip Housing Project : Manyano
and Tembelihle
- 8/3/371 BCC/DES/WW/1126/2010 : Bulk Water Supply :
Potsdam/Ikhwezi Phase 3
- 8/3/372 Bridge Linking Potsdam and Needs Camp
Contract : BCC/DDP/TPO/1137/2010
- 8/3/373 Contract No. BCC/DDP/B/1142/2011 : Alteration
and Additions to Ginsberg Clinic
- 8/3/374 BCC/DES/PIU/1141/2011 : Provision of
Engineering Services in Buffalo City Regional
Waste Disposal Site – Development of Cell 3
- 8/3/375 Contract No. BCC/DES/PMU/1056/2009 :
Extension to Reeston Wastewater Treatment Works
Mechanical and Instrumentation Vols 1(A) & 1(B)
- 8/3/376 BCC/DES/PMU/1045/2009 : Extension to Reeston
Wastewater Treatment Works : Civils
- 8/3/377 Contract No. BCC/DDP/B/1143/2011 :
Professional Architectural Consultancy Services :
Upgrading and Extending the King William's
Town Civic Centre Payment Hall
- 8/3/378 Contract No : BCC/DDP/TPO/1145/2011 :
Feasibility Study, Concept Design, Detailed Design
and Tender Document preparation for Ndevana
Bridge
- 8/3/379 Contract No : BCC/DDP/TB/1146/2011 : Update
and Review of the 2008-2013 Integrated Transport
Plan
- 8/3/380 Contract No : BCC/DES/WW/1125/2010 : Bulk

- 8/3/381 Water Supply Pipeline to the Winterstrand
Contract No. BCC/DES/MIG/1147/2011
Construction of New Fire Station Erf 3010 King
William's Town
- 8/3/382 Contract No : BCC/DDP/B/1148/2011 Upgrading :
Zoo/Gately House
- 8/3/383 Contract No : BCC/COO/HM/1140/2010 :
Reconstruction of 988 Storm Damaged Houses in
66 Villages
- 8/3/384 Contract No. BCC/DES/SCI/1144/2011 : Proposed
Laboratory Interior Fittings to Scientific Services
Laboratory
- 8/3/385 Contract No. BCC/DDP/TPO/1153/2011 : Bus
Rapid Transit System
- 8/3/386 Contract No. ED 354 : Electricity Pricing Study
- 8/3/387 Contract No. ED 353 : Renewable Energy Projects
- 8/3/388 Contract No. ED 356 : Hydraulically Operated
High Masts Lighting
- 8/3/389 Contract No. ED 358 : Logistical Functions at
Mdantsane
- 8/3/390 Contract No. BCC/DDP/B/1154/2011 : Egerton
Memorial
- 8/3/391 Contract No. BCC/DDP/B/1155/2011 : Extension
of Market Sales Hall, Phase 2
- 8/3/392 Contract No. ED 359 : Electrical Network
Mdantsane
- 8/3/393 Contract No. BCMM/DES/WW/1166/2011 : Bulk
Water and Distribution Water Mains in Bulembu
Villages
- 8/3/394 Contract No. BCMM/DDP/TPO/1163/2011 :
Freight Transport Plan
- 8/3/395 Contract No. BCMM/DES/WW/1167/2011 : Bulk
Water and Distribution Water Mains in Kwalini
and Bonke Villages
- 8/3/396 Contract No. BCMM/DES/WW/1168/2011 :
Upgrading of Bulk Water and Distribution Mains in

Ndevana Villages

- 8/3/397 Contract No. BCMM/DES/WW/1169/2011 : Bulk Water and Distribution Mains in Newlands Villages
- 8/3/398 Contract No. BCMM/DFP/TPO/1170/2011 : Public Transport Facilities in King William's Town (BCC/DFO/TPO/1218/12)
- 8/3/399 Contract No. ED 357 : 125 House Service Connections for Cambridge Phase 2
- 8/3/400 Contract No. ED 360 : 200 House Service Connections for Reeston Phase 4
- 8/3/401 Contract No. ED 361 : 900 House Service Connections for Potsdam Unit P
- 8/3/402 BCMM/DDP/CP/1172/2011
Rural Settlement Development Plan
Phase 01
- 8/3/403 Contract No. BCC/DES/MIG/1156/2011 : East London Sewer Diversion : Central WWTW to Reeston WWTW Wilsonia to Reeston
- 8/3/404 Contract No. BCMM/DES/WW/1180/2011 : Provision of Bulk Water Supply Infrastructure – Mdantsane Housing Development
- 8/3/405 Contract No. BCC/DDP/SR/1149 : Cadastral Survey of an Approved Layout – Transfer of Individual Erven to Beneficiaries : Hanover Settlement : Yellowwoods – Kei Road
- 8/3/406 Contract No. BCC/DDP/SR/1150/2011 : Cadastral Survey of an Approved Layout – Transfer of Individual Erven to Beneficiaries : Mdange Settlement : Yellowwoods – Kei Road
- 8/3/407 Contract No. BCC/DDP/SR/1151/2011 : Cadastral Survey of an Approved Layout – Transfer of Individual Erven to Beneficiaries : Skobeni Settlement : Yellowwoods – Kei Road
- 8/3/408 Contract No. BCC/DDP/SR/1159/2011 : Cadastral

- Survey to obtain a General Plan from Approved Layout. Transfer of Individual Erven to Beneficiaries : Ndancama Phase I Township
- 8/3/409 Contract No. BCC/DDP/SR/1160/2011 : Cadastral Survey to obtain a General Plan from an Approved Layout – to Facilitate Transfer of Individual Erven to Beneficiaries – Fynbos Informal Settlement
- 8/3/410 Contract No. BCC/DDP/SR/1161/2011 : Cadastral Survey to obtain a General Plan from an Approved Layout – to facilitate Transfer of Individual Erven to Beneficiaries – Fynbos Phase I Informal Settlement
- 8/3/411 Contract No. BCMM/DES/WW/1177/2011 : Provision of Professional Engineering Services for the Upgrading of Amahleke Bulk Water Supply Infrastructure
- 8/3/412 Contract No. BCMM/DDP/CP/1173/2011 : Buffalo City Metro Municipal Spatial Development Framework (BCMM-SDF) Comprehensive Review and Update
- 8/3/413 Contract No. BCMM/DDP/B/1182/2011 – Storage Shed at Newlands
- 8/3/414 Contract No. BCMM/DDP/B/1174 : Construction of Greenfields Clinic
- 8/3/415 Contract No. BCMM/DPM/CP/1183/2011 – Township Establishment for Haven Hills, South Former N2 Road Reserve
- 8/3/416 Contract No. BCMM/DPM/CP/1184/2011- Township Establishment for Cambridge West I & II
- 8/3/417 Contract No. BCMM/DPM/CP/1185/2011 : Township Establishment Duncan Vilage – Ford Msimango I & II
- 8/3/418 Contract No. BCMM/DES/HM/1164/2011 : Professional Team required for Planning, Design and Project Management of Mdantsane (Masibulele – 161 Units, Masibambane – 156

Units, Ilinge – 561 Units, Velwano – 420 Units, Dacawa – 161 Units) Housing Projects – Total of 1459 Units

- 8/3/419 Contract No. BCMM/DES/HM/1165/2011 – Professional Team required for Planning, Design and Project Management of Mdantsane (Chris Hani – 105 Units, Winnie Mandela – 300 Units, Gwentshe – 25 Units, Matemba Vuso – 75 Units, Daluxolo Village – 88 Units, Sisulu Village – 154 Units, Frances Mei – 34 Units, Mahlangu Village – 91 Units) Total of 872 Units
- 8/3/420 Contract No. BCMM/DES/HM/1171/2011 – Professional required for Planning, Design and Project Management of Sunny South Housing Project
- 8/3/421 Contract No. BCMM/DES/HM/1175/2011 – Professional Team required for Planning, Designs and Project Management of Reeston Phase 3 Stage 3 : Housing Project : 1137 Units/11
- 8/3/422 Contract No. BCMM/DES/HM/1176/2011 – Planning, Design and Project Management of Fynbos 1 & 2 and Ndancama Housing Project : 1775 Units/11
- 8/3/423 Contract No. BCC/DES/HM/1178/2011 – Professional Team required for Planning, Design and Project Management of Ilitha Wooden Houses, Housing Project : 950 Units
- 8/3/424 Contract No. BCMM/DFP/TPO/1187/2011 – Drafting of Policy and By-law for Buffalo City Metropolitan Municipality
- 8/3/425 Contract No. BCC/DDP/B/1152/2011 : Extension and Upgrading of Aspiranza Clinic, Buffalo Flats
- 8/3/426 Contract No. BCMM/DPM/CP/1186/2011 : Township Establishment for Haven Hills South, former N2 Road Reserve, Ford Msimango I & II and Cambridge West I & II
- 8/3/427 Contract No. BCMM/DFP/TPO/1211/2011 : Buffalo City Metropolitan Municipality Bus Rapid

Transit System

- 8/3/428 Contract No. BCC/COO/HM/1004/08/02 : Duncan Village Tra-Roads, Stormwater, Water and Sewer Reticulation, Communal Ablution Facilities
- 8/3/429 Contract No. BCMM/DCOMM/AM/07/2011 : Appointment of Service Providers to Upgrade Various Sportsfields
- 8/3/430 Contract No. BCMM/DMS/PIU/RDS/1212/2011 : Provision of Engineering Services for the Upgrading of Mdantsane Roads, Cluster 1
- 8/3/431 Contract No. BCMM/DMS/PIU/RDS/1213/2011 : Provision of Engineering Services for the Upgrading of Mdantsane Roads, Cluster 2
- 8/3/432 Contract No. BCMM/DMS/PIU/RDS/1214/2011 : Provision of Engineering Services for the Upgrading of Mdantsane Roads, Cluster 3
- 8/3/433 Contract No. BCMM/DMS/PMU/1199/2011 (1199-1205)
BCMM/DMS/PMU/1200/2011 Ward 33-B
BCMM/DMS/PMU/1201/2011 Ward 33-C
BCMM/DMS/PMU/1202/2011 Ward 31-D
BCMM/DMS/PMU/1203/2011 Ward 31-E
BCMM/DMS/PMU/1204/2011 Ward 32-F
BCMM/DMS/PMU/1205/2011 Ward 27-G
Sanitation Backlog Eradication Projects (Wards 27, 31, 32 and 33)
- 8/3/434 Contract No. BCC/DES/MIG/1162/2011 : East London Sewer Diversion Rotary Drilling Contract (290m)
- 8/3/435 Contract No. BCMM/DMS/PMU/1207/2011 (Ward 24)-A
BCMM/DMS/PMU/1208/2011 (Ward 26)-B
BCMM/DMS/PMU/1209/2011 (Ward 26)-C
BCMM/DMS/PMU/1210/2011 (Ward 26)-D
Sanitation Backlog Eradication Projects (Wards 24 and 26) (1207-1210) 1254/12
- 8/3/436 Contract No's BCMM/DMS/PMU/1188/2011-A
BCMM/DMS/PMU/1189/2011-B

BCMM/DMS/PMU/1190/2011-C
BCMM/DMS/PMU/1191/2011-D
BCMM/DMS/PMU/1192/2011-E
BCMM/DMS/PMU/1193/2011-F
BCMM/DMS/PMU/1194/2011-G
BCMM/DMS/PMU/1195/2011-H
BCMM/DMS/PMU/1196/2011-I
Sanitation Backlog Eradication Projects (Wards 36,
38, 43 and 45) [1189-1196]

- 8/3/437 Contract No. BCMM/DCOMM/AM/06/2011 :
Construction of Sportsfields at Needs Camp
- 8/3/438 Contract No. ED 362
Construction of Hydraulically Operated Highmast
Lighting
- 8/3/439 Contract No. ED 363 MV/LV
Reticulation and 350 House Service Connections
for Kwaklifu
- 8/3/440 Contract No. BCMM/DES/HM/1216/2011 :
Damaged Low Cost Housing Units in 66 Villages
- 8/3/441 Contract No. BCMM/DMS/PMU/1219/2012 :-
Supply, Delivery and Installation of Fence – Garcia
Flats, Cambridge
- 8/3/442 Contract No. BCMM/DPM/B/ARCH/1223/2011 :
New Learner Licence Centre Phase 1, NU 6,
Mdantsane
- 8/3/443 Digital Macro Surveillance System for Public
Transport Facilities in King Williams Town
Contract No. BCMM/DFP/TPO/1221/12
- 8/3/444 Contract No. BCMM/DPM/ARCH/1215/2011 :
Extensions of the Market Sales Hall – Phase 2 :
Provision of Vehicular Access and Cold Rooms
- 8/3/445 Contract No. EC 115 : Appointment of Credit
Rating Institution for a Period of 3 Years
- 8/3/446 Contract No. BCMM/DES/USDG/1217/2012 :
Provision of Bulk Water Services to the West Bank
Restitution Project : Water Infrastructure

- 8/3/447 Contract No. BCMM/DMS/SEW/1226/2012 :
Supply and Delivery of Low Voltage Switchgear
- 8/3/448 Contract No. BCMM/DMS/SEW/1227/2012 :
Supply and Delivery of 1250 KVA generator
- 8/3/449 BCMM/DFP/TPO/1230/2012 : Upgrading of
Public Transport Facilities – Buffalo City
Metropolitan Municipality
- 8/3/450 Contract No. BCMM/DMS/WW/1228/2012 :
Dimbaza Water Loss Investigations
- 8/3/451 Contract No. BCMM/DMS/WW/1229/2012 :
Reeston Water Loss Investigations
- 8/3/452 Contract No. BCMM/DES/WW/1232/2012 :
Appointment of a Professional Service Provider for
Provision of Civil Engineering Services for the
Design of Additional Storage Reservoir for
Breibdach
- 8/3/453 Contract No. BCMM/DMS/WW/1233/2012 :
Appointment of a Professional Engineering Service
for the Upgrading of Umzonyana Water Treatment
Works
- 8/3/454 Contract No. BCMM/DMS/WW/1234/2012 :
Design for Komashini Bulk Water Supply
Infrastructure
- 8/3/455 Contract No. ED 364 : Provision of Engineering
Services for Low Cost Electrification Projects in
Buffalo City Metropolitan Municipality Area :
Three Year Period (Formal) Informal Dwellings
and Informal Settlements
- 8/3/456 Contract No. ED 365 : Replacement of Damaged
Electrical Boundary Boxes in the Buffalo ?
- 8/3/457 Contract No. ED 366 : MV/LV Reticulation and
500 House Service Connections for Sweetwaters
- 8/3/458 Contract No. ED 367 : Clearing of Servitude for the
200 Substation 132 KV Line
- 8/3/459 Contract No. ED 368 : MV/LV Reticulation and

200 House Service Connections for Reeston Phase
5

- 8/3/460 Contract No. BCMM/DPM/ARCH/1220/2012 : Provision of Professional Consultancy Services – Renovation Work to the City Hall Roof and Rainwater System (Freight Transport)
- 8/3/461 Contract No. BCMM/DMS/WSA/1236/2012 : BCMM Kei Road Water Treatment Works and Conveyance Works
- 8/3/462 Contract No. BCMM/DPM/CP/1238/2012 : East Bank Restitution Township Establishment
- 8/3/463 Contract No. BCMM/DPM/CP/1239/2012 : Land Identification Study for Partial and Full Relocation of informal Settlements located in BCMM
- 8/3/464 Contract No. BCMM/DPM/CP/1240/2012 : Township Establishment for the Mzamomhle Informal Settlement Phase III
- 8/3/465 Contract No. BCMM/DPM/CP/1241/2012 : Vincent Berea Local Spatial Development Framework
- 8/3/466 Contract No. BCMM/DPM/CP/1242/2012 : Holm Hills Feasibility Study
- 8/3/467 Contract No. ED 369 : Electrical Services/Prepaid Meters
- 8/3/468 Contract No. BCMM/DPM/SR/1246/2012 : Digital Aerial Oblique Imagery Orthophoto Mapping and Lidar derived Contours
- 8/3/469 Contract No. BCMM/DPM/SR/1247/2012 : Cadastral Survey, BCMM owned properties
- 8/3/470 Contract No. BCMM/DMS/PIU/1249/2012 : Bhisho, King William’s Town and Zwelitsha Bulk Regional Sewerage Scheme Phase 2
- 8/3/471 Contract No. BCMM/DCOMM/AM/01/2012 : Mdantsane NU 2 Swimming Pool and the Upgrading of the Waterworld

- 8/3/472 Contract No. BCMM/DMS/1244/2012 :
Engineering Services : Rehabilitation of Roads and
Stormwater
- 8/3/473 Contract No. BCMM/DMS/RDS/1248/2012 :
Reconstruction and Rehabilitation of Fleet Street
from Fitzpatrick Road to Pontoon Road
- 8/3/474 Contract No. BCMM/DMS/RDS/1250/2012 :
Consulting Engineering Services : Roads, Transport
and Stormwater Master Plan
- 8/3/475 Contract No. BCMM/DMS/SEW/1245/2012 :
Sludge Management
- 8/3/476 Contract No. BCMM/DMS/RDS/1222/2012 :
Upgrade of Gonubie Main Road
- 8/3/477 Contract No. BCMM/DHPS/LE/1243/2012 :
Digital Macro Surveillance System : Eastern
Beach. EL
- 8/3/478 Contract No. BCMM/DES/PMU/1254/2012 :
Sanitation Backlog Ward 40 Section 1
- 8/3/479 Contract No. BCMM/DDP/ARCH/1255/2012 :
Cooling System Fresh Produce Market
- 8/3/480 Contract No. BCMM/DMS/SEW/1248/2012 : Civil
Engineering Services for DUCATS
- 8/3/481 Project No. 2550 : BCMM/COO/HM/1258/2012 :
Reeston Phase 3 Stage 2 – Housing Project
- 8/3/482 Contract No. BCC/DES/PIU/1090/2009 :
Mdantsane Buffer Strip Phase 3 Chlorination Dam
Rehabilitation
- 8/3/483 Contract No. BCMM/COO/HM/1262/2012 : Roads
Services and Top Structures in Sunny South – 540
Units
- 8/3/484 Contract No. BCMM/COO/HM/1263/2012 : 110
Top Structures in Dimbaza South, King William’s
Town

- 8/3/485 Contract No. BCMM/COO/HM/1264/2012 : 100
Top Structures in Tyutyu Village, Bisho
- 8/3/486 Contract No. BCMM/DMS/PIU/1251/2012 in
Construction of Bisho, King William's Town,
Zwelitsha Bulk Regional Sewerage Scheme Phase
2 (Mechanical)
- 8/3/487 Contract BCMM/DES/SCI/1267/2012
Drinking Water Laboratory
- 8/3/488 Contract No. BCMM/COO/HM/1268/2012 :
Demolition of 322 and Construction of 359 New
Units on the Old Vacant Sites
- 8/3/489 Contract BCMM/DCOMMS/AM/02/2012/13
Upgrading of Sports Facilities
- 8/3/490 Contract BCMM/DDP/LED/1270/2013
Provision of Traffic Engineering Transport
Planning Investigation Assessments Feasibility
Study Concept, Design, Tender Contract
Administration for upgrading of facilities on the
E.L. esplanade and surroundings in the BCMM
area
- 8/3/491 Contract No. BCMM/DPM/CP/1274/2013 :
Township Establishment for East Bank Claimants
located in Haven Hills
- 8/3/492 Developable Land Parcels for the Purpose of Full
and Partial Relocation of Informal Settlements
located in BCMM
- 8/3/493 Contract No. BCMM/DPM/CP/1276/2013 :
Township Establishment for Informal Settlement
located on land surrounding the formal Township
of Mzamomhle
- 8/3/494 Contract No. BCMM/DPM/CP/1277/2013 :
Reviewal and Update of the existing Vincent Berea
local spatial development framework
- 8/3/495 Contract ED 370 : Switch Houses : Mdantsane
- 8/3/496 Contract No. BCMM/DES/SEW/1278/2013 :

Waterborne Sewerage to Berlin CBD

- 8/3/497 Contract No. ED 371 : Street Lighting High Mast Maintenance
- 8/3/498 Contract No. BCMM/DDP/TPO/1253/2012 : Construction of Ndevana Stream Crossing
- 8/3/499 Contract No. BCMM/DPM/ARCH/1273/2013 : Learner Licence Centre, NU 6 Mdantsane
- 8/3/500 Contract No. BCMM/1282/2013 : Re-roofing of the East London City Hall
- 8/3/501 Contract BCMM/DES/WW/1280/2013 : Augmentation of Buffalo River Raw Water Abstraction System Phase 2 – Construction of Electrical Switch Room
- 8/3/502 Contract No. BCMM/DES/PMU/1269/2012 : Civil Engineering Services
- 8/3/503 BCMM/DCOMM/AM/02/2012/13 : Upgrading of Aquarium/Gonubie Resort
- 8/3/504 Contract Nos BCMM/DMS/PIU/RDS 1281/1213 Clusters 1, 2 and 3 Mdantsane Road Clusters 1, 2 and 3
- 8/3/505 Contract No. BCMM/DES/WW/1181/2011 : Water Infrastructure Asset Management Plan
- 8/3/506 Contract No. ED 373 : New Queenspark Bulk Station
- 8/3/507 BCMM/COMS/SW/3000/2013 : Weigh Bridge System Landfill Site : King William’s Town
- 8/3/508 BCMM/COO/HM/1261/2012 : Braelyn Extension – 10 Housing Projects 1056 Units
- 8/3/509 BCMM/COO/HM/1285/2013 : Amalinda Co-op Housing Project 100 Units
- 8/3/510 BCMM/COO/HM/1295/2013 : Housing for Ikhwezi Block 1 Rural Housing Project – 689 Units

- 8/3/511 BCMM/COO/HM/1297/2013 : Housing for Potsdam North – Kanana Rural Housing Project 928 Units
- 8/3/512 BCMM/COO/HM/1302/2013 : Housing for Mdantsane Zone 18cc Phase 2A Project 1000
- 8/3/513 BCMM/COO/HM/1301/2013 : Housing for Drayini, Essekweni, Majali, Kwa Train, Nkqonkqweni and Mdange Rural Housing Project 2174 Units
- 8/3/514 BCMM/DPM/CP/1305/2013 : Rehabilitation and Construction of Bridges and Culverts in BCMM
- 8/3/515 BCMM/DPM/CP/1303/2013 : Completion of Quinera Drive Phase 1 Construction
- 8/3/516 Contract No. BCMM/DCOMM/AM/03/2013/14 : Upgrading of Zwelitsha and Dimbaza Stadiums
- 8/3/517 Contract No. BCMM/DCOMMS/AM/06/2013/14 : Upgrading of NU 1 Sportsfield
- 8/3/518 Contract No. BCMM/DCOMMS/AM/07/2013/14 : Supply and Delivery of Sports Equipment
- 8/3/519 Contract No. BCMM/DHPS/LE/1272/2012 : Surveillance System Master Plan for BCMM Area
- 8/3/520 Contract No. BCMM/COO/HM/1296/2013 : Project Management Services for Ikhwezi Block 2 Housing Project 842 Units
- 8/3/521 Contract No. BCMM/COO/HM/1298/2013 : Project Management Services for Potsdam Rural Housing Project, 800 Units
- 8/3/522 Contract No. BCMM/COO/HM/1300/2013 : Top Structure – Mdantsane Cluster 1, Ilinge, Velwano, Masibulele, Masibambane and Dacawa – 1459 Housing Units
- 8/3/523 Contract No. BCMM/DES/WW/1279/2013 : Buffalo River Raw Water Abstraction System Phase 2(B) Construction of Suction Manifold

- 8/3/524 Contract No. BCMM/DES/PMU/RDS/1286/2013 :
Upgrading of Gravel RDP to Surface Standards
RDP Settlement Cluster 1, 2 and 3
- 8/3/525 Contract No. BCMM/DES/PMU/1294/2013 :
Provision of Internal Engineering Services for
Reeston Phase 3 Stage 2, Erven 1579
- 8/3/526 Contract No. BCMM/DDP/TPO/1313/2013 : Needs
Camp/Potsdam Bridge
- 8/3/527 Contract No. BCMM/COO/HM/1299/2013 :
Internal Services and the Construction of Top
Structures – Reeston Phase 2 Stage 3 – 1137
Housing Units
- 8/3/528 Contract No. BCMM/DCOMMS/AM/01/2013/14
Upgrading of Needs Camp Sportsfield
- 8/3/529 Contract No. BCMM/DCOMMS/AM/03/2013/14
Upgrading of Zwelitsha and Dimbaza Stadiums
Provision of Professional Consultancy Services
- 8/3/530 Contract No. BCMM/DCOMMS/AM/05/2013/14
Upgrading of Social Amenities : Supply, Deliver
and Install Equipment at Gonubie Resorts
- 8/3/531 Contract No. BCMM/DCOMMS/AM/04/2013/14
Sportsfield Floodlights
- 8/3/532 Contract No. BCMM/SCI/1318/2013
Upgrading of Trade Effluent Laboratory at
Scientific Services, BCMM
- 8/3/533 Contract No. BCMM/DCOMMS/AM/09/2013/14
Section 78 for the BCMM Aquarium Resorts and
Zoo
- 8/3/534 Contract No. BCM/DCOMMS/AM/10/2013/14 :
Upgrading of Mdantsane NU 2 Swimming Pools
and Waterworld
- 8/3/535 Contract No. ED 375 : Mdantsane Electrical
Network Maintenance Projects Co-ordinator (Three
Year Contract)

- 8/3/536 Contract No. ED 377 : Supply and Installation of Midhinge Scissor Type High-Mast Lights – BCMM (Three Year Period)
- 8/3/537 Contract No. BCMM/DPM/CM/275/2013 : Land Identification – Relocation of Informal Settlements – BCMM
- 8/3/538 Contract No. BCMM/DHM/FIRE/2993/2013 : Supply and Delivery of Urban Rescue Vehicles – BCMM
- 8/3/539 Contract No. BCMM/DDP/ARCH/1293/2013 : Vacation KWT Fire Station – Traffic Dept
- 8/3/540 Contract No. BCMM/DES/SEW/1306/2013 : Feasibility Study – Sludge Management
- 8/3/541 Contract No. BCMM/DPM/CP/1307/2013 : BCMM Zoning Scheme : Land Use Enforcement Policy
- 8/3/542 Contract No. BCMM/DPM/CP/1308/2013 : Newlands Local Spatial Development Framework : Socio Economic Research
- 8/3/543 Contract No. ED 372 : Substation 132KV Refurbishment
- 8/3/544 Contract No. BCMM/COO/HM/1319/2013 : Housing Needs - Duncan Village
- 8/3/545 Contract No. BCMM/DPM/CP/1307/2013 : Changes to BCMM Zoning Scheme – Land Use Enforcement Policy
- 8/3/546 Contract No. BCMM/DPM/CP/1308/2013 : Newlands Local Spatial Development Framework : Socio-Economic Research Study Component
- 8/3/547 Contract No. ED 314 : Electrical Control Centre and Customer Call Centre in Buffalo City Metropolitan Municipality
- 8/3/548 Contract No. BCMM/DES/SCI/1324/2013 Specification for the Supply, Delivery, Installation

and Commissioning of 3 Fully Functional Fume Cupboards with Support for the Chemistry Laboratory at Scientific Services

- 8/3/549 Contract No. BCMM/DCOMMS/AM/08/2013/14
Upgrading of Social Amenities : Zwelitsha Sports Fields Facilities
- 8/3/550 Upgrading of Social Amenities : Upgrading of Dimbaza Sportsfield Facilities
- 8/3/551 Contract No. BCMM/COO/HM/1316/2013 :
Sikobeni and Hanover Rural Housing
- 8/3/552 Contract No. BCMM/DES/HM/1315/2013:-
Construction of Top Structure for Fynbos Phase 1 and Phase 2 Ndancama
- 8/3/553 Contract No. BCMM/COO/1328/2012:-
Construction of Internal Services and 872 New Housing Units
- 8/3/554 Contract No. BCMM/DDP/TPO/1333/2013 :
Kwatshatshu Pedestrian Bridge
- 8/3/555 Contract No. BCMM/DDP/TPO/1334/2013:-
Florandale Road Pedestrian Bridges and Sidewalk
- 8/3/556 Contract No. BCMM/DES/PIU/1326/2013:-
Bhisho, King William's Town and Zwelitsha Bulk Regional Sewerage Scheme – Phase 3A
- 8/3/557 Contract No. BCMM/DDP/ARCH/1329/2013:-
Ventilation and Insulation Installation – E L Market Hall
- 8/3/558 Contract No. BCMM/DDP/ARCH/1331/2013:-
Upgrading and extending King Williams Town Payment Hall
- 8/3/559 Contract No. 380 :- Electricity Tariff Restructuring for BCMM
- 8/3/560 Contract No. 374 :- Operational Electrical Consumer Call Centre Control in BCMM – Period of Three Years

- 8/3/561 Contract No. ED 376 :- Renewable Energy Projects for BCMM
- 8/3/562 Contract No. ED 378
Electricity Master Plan for BCMM
- 8/3/563 Contract No. BCMM/DDP/ARCH/1271/2013 :
Consultancy Services – Thusong Services Centre – Reeston
- 8/3/564 Contract No. BCMM/COO/HM/1302/2013 :-
Design and Project Management Services for Zone 18cc Phase 2A 1000 Units Mdantsane Housing Projects
- 8/3/565 Contract No. BCMM/DES/WW/1321/2013 :-
Komashini Water Supply
- 8/3/566 Contract No. BCMM/COO/HM/1327/2013 :-
Construction of 260 Storm Damaged Low-Cost Housing Units – BCMM
- 8/3/567 Contract No. BCMM/COO/HM/1330/2013 :-
Design and Project Management Team – DVRI Pilot Project
- 8/3/568 Contract No. BCMM/DES/WW/1336/2013 :-
Engineering Management Information System
- 8/3/569 Contract No. BCMM/COO/HM/1337/2014 :-
Construction of 550 Top Structures – Phase 3 Stage 2 – Reeston
- 8/3/570 Contract No. ED 381 : Supply, Delivery and Installation of Energy Efficient (LED) Midhinge/Scissor Type High-mast Lights in BCMM (three year period)
- 8/3/571 Contract No. BCMM/DES/WW/1304/2014 :
Design and Implementation – Regional Storage Reservoir : Amahleke Water Supply
- 8/3/572 Contract No. BCMM/DES/WW/1335/2013 :
Bulkwater Supply to Coastal Areas Phase 2C
- 8/3/573 Contract No. BCMM/DDP/TPO/1311/2013 :

BCMM Arterial Road Development Plan

- 8/3/574 Contract No. BCMM/DPM/CP/1322/2014 :
Newlands Spatial Development Framework
- 8/3/575 Contract No. BCMM/DES/SCI/1325/2013 :
Scientific Upgrade of Sanitation Laboratory –
BCMM
- 8/3/576 Contract No. BCMM/COO/HM/1338/2014 :
Tsholomnqa Disaster Houses – 150 Units
- 8/3/577 Contract No. BCMM/DES/WW/1346/2013 :
Augmentation of Umzonyana Filters
- 8/3/578 Contract No. BCMM/DES/WW/1349/2014 :
Feasibility Study for Water Supply in BCMM
Rural Villages
- 8/3/579 Contract No. BCMM/DES/SEW/1360/2014 :
Berlin, Lingelitsha Sewer Extension
- 8/3/580 Contract No. BCMM/DCOMMS/AM/11/2014/15 :
Swimming Pool
- 8/3/581 Contract No. BCMM/DDP/ARCH/1366/2014 :
Extensions to Employee Wellness Centre
- 8/3/582 Contract No. BCMM/DCOMMS/AM/08/2014/15 :
Upgrading of Zwelitsha Sportsfields Facilities
- 8/3/583 Contract No. ED 3056 : Mdantsane Urban Hub and
Neighbourhood Development Partnership Grant in
BCMM
- 8/3/584 Contract No. BCMM/DMS/WW/1225/2012 :
Supply and Delivery of Leak Detection Equipment
- 8/3/585 Contract No. BCMM/DES/PIU/1260/2012 : East
London Sewer Diversion : Central WWTW to
Reeston WWTW
- 8/3/586 Contract No. BCMM/DES/PIU/1283/13 : Bulk
Water and Sanitation : Gqozo Village Phase 2,
Mdantsane
- 8/3/587 Contract No. BCMM/DPM/SR/1309/2013 :

Cadastral Survey of Duncan Village C Section,
Cambridge West, Ford and Msimango

- 8/3/588 Contract No. BCMM/DES/SEW/1310/2013 :
Eastern Beach Sewer Upgrade – Blind River to
City Pump Station
- 8/3/589 Contract No. BCMM/DPM/SR/1341/2013 :
Cadastral Survey of Unit V. Potsdam
- 8/3/590 Contract No. BCMM/DES/WW/1345/2014 :
Umzonyana WTW Electrical Upgrade : Mdantsane
Pump Set No. 3
- 8/3/591 Contract No. ED 382 : Service Provider for
Alternative Energy Solution for BCMM Civic
Centre – Beacon Bay
- 8/3/592 Contract No. ED 379 : Construction and Extension
to Substations and Switch House Buildings
- 8/3/593 Contract No. ED 383 : MV/LV Reticulation and
500 House Service Connections for Potsdam Unit P
- 8/3/594 Contract No. BCMM/COO/HM/1375 :
Construction of 598 New Cost Housing Units at
Kwa-Train in BCMM Area
- 8/3/595 Contract No. ED 386 : Operations and Maintenance
of the Overhead Network – Mdantsane
- 8/3/596 Contract No. BCMM/DCOMMS/AM/13/2014 :
Upgrade of Zoo Facilities
- 8/3/597 Contract No. BCMM/DCOMMS/AM/14/2014/15 :
Refurbishment of Swimming Pools
- 8/3/598 Contract No. 1371 : Water Demand Management
and Water Conversation
- 8/3/599 Contract No. BCMM/DES/WW/1351/2014 :
Supply and Delivery of Leak
- 8/3/600 Contract No. BCMM/DES/WW/1368/2014 : Bulk
Water Supply Upgrade
- 8/3/601 Contract No. BCMM/DES/WW/1369/2014 :

BCMM Water Services Management Policy

- 8/3/602 Contract No. BCMM/HM/1376/2014 : Potsdam Village Housing Construction of 400 Units
- 8/3/603 Contract No. BCMM/DES/1379/2014 : Reconstruction and Rehabilitation of Fleet Street, Currie to Pontoon Roads
- 8/3/604 Contract 3069 : Supply and Delivery of Vehicles
- 8/3/605 Contract No. CE 191 and 192 : Provision of Office Accommodation for BCMM
- 8/3/606 Contract No. BCMM/DES/WW/1344/2015:- Construction – Amahleke Water Supply Regional Storage Reservoir
- 8/3/607 Contract No. BCMM/DDP/ARCH/1383/2015:- Replacement of Lifts
- 8/3/608 Contract No. BCMM/DPM/CP/1388/2015:- Bonza Bay Local Spatial Development Framework
- 8/3/609 Contract No. BCMM/DDP/TPO/1411/2015:- Construction of Kwatshatshu Pedestrian Bridge
- 8/3/610 Contract No. BCMM/DDP/TPO/1412/2015:- Construction of a River Bridge/Access Road between Needs Camp – Potsdam Village over Buffalo River
- 8/3/611 Contract No. ED 393:- Provisioning of Engineering Services for Low Cost Electrification Projects (formal dwelling informal and formal settlement in BCMM (3 year period)
- 8/3/612 Contract No. BCMM/DES/RDS/1387/2015:- Supply and Delivery of Small Plant to Roads and Stormwater Branch
- 8/3/613 Contract No. BCMM/DES/RDS/1394/2015:- Construction of Beacon Bay and Gonubie Link Road Phase 2

- 8/3/614 Contract No. BCMM/DMS/RDS/1395/2015:-
Engineering Services for Compilation of Roads,
Transport and Stormwater Masterplan
- 8/3/615 Contract No. BCMM/DES/WW/1396/2015:-
Augmentation of Raw Water Abstraction System
Phase (B) Construction
- 8/3/616 Contract No. BCMM/DES/RDS/1398/2015:-
Upgrading of BCMM Roads and Stormwater
Branch Pavement of Bridge Management System
- 8/3/617 Contract No. BCMM/DES/PIU/1365/2015:-
Upgrading of Market Square Bus/Taxi Terminus
- 8/3/618 Contract No. BCMM/DES/RDS/1399/2015:-
Supply and Delivery of Pedestrian Rollers and
Roller Trailers to the Road and Stormwater Branch
- 8/3/619 Contract No. BCMM/DDP/TPO/1408/2016:-
Consulting Services for Compilation of BCMM
Transport Register
- 8/3/620 Contract No. BCMM/DES/PIU/1389/2015 :
Upgrading of Existing Inland Works and Existing
Primary and Secondary Settling Tanks and
Biofilters : Mdantsane WWTW
- 8/3/621 Contract No. BCMM/DES/WW/1391/2015 :
Upgrade of Umzonyane Water Treatment Works
Phase 1
- 8/3/622 Contract No. BCMM/DDP/ARCH/1393/2015 :
Construction of Supply Chain Management Depot
Warehouse
- 8/3/623 Contract No. BCMM/DES/PIU/1404/2015 : West
Bank Restitution Project Bulk Water Infrastructure
7.5ml Reservoir
- 8/3/624 Contract No. BCMM/DES/WW/1417/2016 :
Supply and Delivery of Commissioning of GNSS
Handheld Receivers and Software Solution
- 8/3/625 Contract No. BCMM/DCOMM/AM/01/2016/17 :
Development, Upgrade, Refurbishment and
Maintenance of Various Community Amenities

- 8/3/626 Contract No. ED 394 : Operation and Maintenance of Electrical Substations and Switch House in Mdantsane – 3 Year Period
- 8/3/627 Contract No. ED 395 : Mdantsane Network Maintenance Project Co-ordinator – 3 Year Period
- 8/3/628 Contract No. BCMM/COO/HM/1385/2015 : Amalinda Co-operative Housing – 100 Units
- 8/3/629 Contract No. BCMM/DDP/ARCH/1392/2015 : Extension and Upgrade to King William’s Town Payment Hall
- 8/3/630 Contract No. ED 390 : MV/LV Reticulation and 500 House Connections – Reeston Phase 3
- 8/3/631 Contract No. BCMM/DDP/ARCH/1409/2015 : Construction of King William’s Town Traffic Department Building
- 8/3/632 Contract No. BCMM/DDP ARCH/1414/2016 Relocation and Upgrading of Cash Cubicles at Wilsonia Market
- 8/3/633 Contract No. BCMM/DDP/TPO/1460/2016 Provision of Engineering Services for Business and Operational Plans : BCMM Integrated Rapid Public Transport Network System
- 8/3/634 Contract No. BCMM/DDP/TPO/1418/2016 Upgrading of Qumza Highway – Phase 7 - Phase 1
- 8/3/635 Contract No. BCMM/DES/PIU/1406/2015 : Construction of a 7,5 mi Reinforced Concrete Storage Reservoir
- 8/3/636 Contract No. BCMM/DES/WW/1410/2015 : Augmentation of Water Treatment Capacity and Rising of the Upper Weir
- 8/3/637 Contract No. BCMM/DDP/SR/1419/2016 : Cadastral Survey East Bank Restitution
- 8/3/638 Contract No. BCMM/DDP/CP/1421/2016 :

Informal Township Establishment Xhwithinja
South Industrial Area – Dimbaza

- 8/3/639 Contract No. BCMM/DDP/ARCH/1422/2016 :
Demolition and Construction of New Gonubie
Resort Dining Hall and Guard House
- 8/3/640 BCMM/DCOMMS/AM/2015/2016 : Removal of
Old Heating System and Supply, Deliver Install,
Maintain and Commission into use of New Heating
System at Joan Harrison Swimming Pool
- 8/3/641 Contract ED 387 : Provision for Logistic Functions
in BCMM – 3 year period
- 8/3/642 Contract ED 389 : MV/LV Reticulation and 300
House Service Connections Mzamomhle – Gonubie
- 8/3/643 Contract ED 391 : MV/LV Reticulation and 700
House Service Connections – Mdantsane, Linge,
Dacawa, Velwano and Masibambane
- 8/3/644 Contract ED 392 : MV/LV Reticulation and 168
House Service Connections for Mdantsane – Mount
Ruth
- 8/3/645 Contract No. BCMM/DDP/TPO/1381/2015 :
Feasibility Studies and Concept Designs – Bridges
and Pedestrian Bridges BCMM – Phase 1
- 8/3/646 Contract BCMM/ARCH/1409/2015 : Construction
of King William’s Town Traffic Department
Building
- 8/3/647 Appointment of BEC Technical Support Team:-
Technical Assessment of Contract
BCMM/DES/WW/1486/2018
- 8/3/648 Contract No. BCMM/DCOMMS/AM/01/2016/17 :-
Laundry Services at Gonubie Resort
- 8/3/649 Contract No. BCMM/DES/SC/1325/2015:- Upgrade of Trade
Effluent Sanitation and Microbiology Labo at Scientific Services
- 8/3/650 Contract No. BCMM/DES/WW/1441/2017 :- Appointment of Service
Provider for Catholic Protection and Ac Mitigation Design for Border Post
(Kei Road) Water Treatment Work
- 8/3/651 Contract No. BCMM/DDP/SR/1438/2017 Survey Equipment
- 8/3/652 Contract No. BCMM/FPM/01/2016/17 :- Provision of Professional
Services : Conditional and Feasibility Assessment Study for Wilsonia
Fresh Produce Market, East London

- 8/3/653 Contract No. BCMM/DCOMMS/AQ/14/2017 :- Relocation of East London Aquarium
- 8/3/654 Contract No. SF/01/2016/17 :- Development, Upgrading and Refurbishment of Sports Fields and Stadiums in BCMM until 2020
- 8/3/655 Contract No. BCMM/DCOMMS/RES/13/2017/18 :- Supply and Delivery of Disaster Relief Blankets.
- 8/3/656 Contract No. BCMM/FPM/02/2017/18 :- Provision of Floor Coating for BCMM Market Hall – Wilsonia
- 8/3/657 Contract No. BCMM/DES/WW/1371/2014 : Meter Audit in Woodbrook, Westbank, Arcadia, North End, Chiselhurst, Westbank Industrial Areas and East London Central Business District (ELCBD)
- 8/3/658 A review of Contract BCMM/DES/WW : Construction of a new 16 ML/Day Water Treatment works and 420 ML Dam at Border Post
- 8/3/659 Contract No. BCMM/DES/PMU/RDS/1378/2014 : Upgrading of Mdantsane Gravel Roads to Surfaced Standards – Phase 3 – Cluster 3
- 8/3/660 Contract No. BCMM/DES/RDS/1397/2014 :- Reconstruction and Rehabilitation of Fleet Street – Quigney – Currie Street to Pontoon Road
- 8/3/661 Contract No. BCMM/DDP/ARCH/1434/2016 : Eradication of Illegal Changes and use of Buildings in East London City Centre
- 8/3/662 Contract No. BCMM/FPM/02/2018/19 :- Upgrading, Repairs and Maintenance of Cold Rooms and Banana Ripening Rooms – 3 yr Period
- 8/3/663 Contract No. BCMM/HS/HM/1501/2019 :- Construction of 275 Top Structure and Provision of Internal Engineering Services – Cambridge West (CNIP Victims Housing Project)
- 8/3/664 Contract No. BCMM/COO/HM/1407/2019 :- Westbank Restitution Project – Provision of Internal Engineering Services – Phase 2
- 8/3/665 Contract No. BCMM/COO/HM/1372/2014 Construction of 268 Low Cost Housing – Nkqonkweni – BCMM
- 8/3/666 Contract No. BCMM/FPM/03/2018/2019 :- Supply and Delivery of Battery for Klifts
- 8/3/667 Contract No. BCMM/FPM/04/2019/2020 :- Procurement of Plant and Equipment
- 8/3/668 Contract No. BCMM/DDP/TPO/1495/2018 :- Upgrading of Ginsberg Taxi Rank
- 8/3/669 Contract No. BCMM/DDP/ARCH/1447/2017 :- Replacement of Lifts – Old Mutual Building
- 8/3/670 Contract No. 1426 :- Water Conversation and Demand Management Strategy
- 8/3/671 Contract No. BCMM/DDP/ARCH/1468/2017 : Request for the Bid Adjudication Committee to approve extension of scope for Conversion of N.U. 10 Rent Office into a compliant Municipal Court House Centre
- 8/3/672 Contract No. BCMM/FPM/03/2018/19 : Supply and Delivery of Two Battery Forklifts
- 8/3/673 Contract No. BCMM/DES/WW/1468/2018 :- Provision of Hydrogeological Services for Development of Ground Water Resources as part of Community
- 8/3/674 Contract No. ED 408 :- Operation and Maintenance of the Overhead Electrical Network in Mdantsane – 3 yr (Period Bid)

- 8/3/675 Contract No. ED 409 :- Electrical Tariff Restructuring for BCMM - 3 yr (Period Bid)
- 8/3/676 Contract No. BCMM/HS/HM/1504/2019 :- Reeston Phase 3 Stage 2 Housing Project – Construction of 150 Units
- 8/3/677 Contract No. BCMM/HS/HM/1502/2019 : Reeston Phase 3 Stage 2 – Housing Project : Construction of 350 Units
- 8/3/678 Contract No. BCMM/DDP/ARCH/1496/2019 :- Appointment of Professional Service Provider : Mdantsane Arts Centre

8/4 MEMORANDUMS OF UNDERSTANDING [MOU]

- 8/4/1 Memorandum of Understanding [MOU]
TRANSNET NATIONAL PORTS AUTHORITY [TNPA]/BCM
- 8/4/2 Memorandum of Agreement
BCM/EDEN KRIEL [SEAWATER FOR ABALONE FISHING]
- 8/4/3 BCM/MOU WITH DEPARTMENT OF CORRECTIONAL SERVICES :
PRISONER'S CLEANING SA POLICE SERVICES (SAPS)
- 8/4/4 Mov : SA Breweries Ltd/BCM
- 8/4/5 MOU : Dept of Transport/Cattle Truck
- 8/4/6 MOU : EDCOHS and District Municipalities Transfer of Temporal Structures
- 8/4/7 MOU : Buffalo City Metropolitan Municipality/University of Fort Hare
- 8/4/8 Memorandum of Agreement between BCMM and the Steve Biko Foundation
- 8/4/9 Memorandum of Agreement in respect of the Routine Maintenance of Provincial Roads within the Buffalo City Metropolitan Municipality
- 8/4/10 MOU on Objectives of the Community Development Worker Programme/Dept. Local Govt. and Traditional Affairs (COGTA)
- 8/4/11 MOU between BCMM and Medical Research Council
- 8/4/12 MOU between Leiden and BCMM (Duncan Village Isibindi/Safe Park Projects
- 8/4/13 Memorandum of Understanding between BCMM and SAIMSA
- 8/4/14 Service Level Agreement between Government Printing Works and BCMM
- 8/4/15 MOU between Surfing SA, Mercedes Benz SA and BCMM
- 8/4/16 Memorandum of Understanding between Export Development-Eastern Cape and BCMM
- 8/4/17 Memorandum of Understanding between BCMM and Chippa United Football Club (CUFC)
- 8/4/18 Memorandum of Understanding between AFESIS-CORPLAN and BCMM
- 8/4/19 Agreement between Amathole District Municipality and BCMM for Donation and Transfer of Land : Part of Gonubie Main Road
- 8/4/20 MOU – Proposed Service Level Agreement :- BCMM Zoo and National Zoological Gardens of SA
- 8/4/21 MOU – Proposed Service Agreement :- BCMM Zoo and Safari 4U
- 8/4/22 MOU – Between BCMM, Border Kei Chamber of Business and Buffalo City Metropolitan Development Agency (Call-2-Action)
- 8/4/23 MOU – Between Transnet National Ports Authority (TNPA) ELDZ and Buffalo City Metropolitan Municipality

9. REPORTS AND RETURNS
(This main series should only be used for annual, quarterly, monthly and other reports and returns which cannot be placed under another main series. See also par. 7 of the general instructions).

9P Policy
9/1R Routine enquiries

9/1 Reports
9/1/1 Annual report of the Council
9/1/1/1 Mayor's minute

9/1/2 Annual reports of the Directors
9/1/2/1 City Manager
9/1/2/2 Director : Development Planning
9/1/2/3 Director : Engineering Services
9/1/2/4 Director : Social Services
9/1/2/5 Director : Corporate Services
9/1/2/6 Chief Financial Officer

9/2 Returns
9/2/1 Monthly
9/2/1/1 City Manager
9/2/1/2 Director : Development Planning
9/2/1/3 Director : Engineering Services
9/2/1/4 Director : Community Services
9/2/1/5 Director : Corporate Services
9/2/1/6 Chief Financial Officer
9/2/1/7 Director : Health and Public Safety
9/2/1/6/1 Salaries and wages
9/2/1/6/2 Customer care
9/2/1/6/3 Markets
9/2/1/6/4 Stores/Stock turn over
9/2/1/6/5 Valuation and rates
9/2/1/6/6 Subsidies report
9/2/1/6/7 Licensing

9/2/2 Statistical returns and questionnaires/research

10. PUBLICITY AND INFORMATION

10/1 Own Publicity and information
10/1/P Policy
10/1/R Routine enquiries

10/1/1 Press and radio reports/TV

10/1/1/1	Mayor's Press conference
10/1/2	Brochures and municipal newsletters
10/1/2/1	S.A. Local Government Official Year book/Braby's
10/1/3	<u>Enquiries</u> [Only enquiries concerning subjects not pertaining to any other main series are to be dealt with hereunder]
10/1/3/1	History of the town
10/1/3/2	Sights
10/1/4	Exhibitions and shows
10/1/4/1	Industrial exhibitions
10/1/5	<u>Emblems of the council</u>
10/1/5/P	Policy
10/1/5/1	Adoption, alteration and interpretation
10/1/5/2	<u>Enquiries and permission to use</u>
10/1/5/2/1	Coat of Arms
10/1/5/2/2	Flag
10/1/5/2/3	Chain of office
10/1/5/3	Corporate gifts
10/1/6	<u>Adverts in Magazines and press</u>
10/1/6/1	Touristic
10/1/6/2	Industrial
10/1/7	Buffalo City Tourism Association
10/1/7/1	Community Tourism
10/1/7/2	Local Tourism Organisation (LTO)
10/1/7/3	Cruise Liner : Tourism
10/1/8	Local Government TV channel
10/2	<u>Publicity by other bodies : control</u> (Only control over publicity which cannot be placed under any other main series)
10/2/P	Policy
10/2/R	Routine enquiries
10/2/1	<u>Advertising media</u>
10/2/1/1	Advertising boards / bill boards
10/2/1/2	Banners

10/2/1/3	Buses
10/2/1/4	Bus shelters
10/2/1/5	Litter bins
10/2/1/6	Parking meters
10/2/1/7	Electric poles
10/2/1/8	Pavements
10/2/1/9	Trailers
10/2/1/10	Illuminated directional street name signs
10/2/1/11	Benches and planters
10/2/1/12	Lifeguard towers and beachmarkers
10/2/1/13	Windsocks
10/2/1/14	Taxi rank – Oriental Plaza
10/2/1/15	Advertising boards : Jan Smuts stadium
10/2/1/16	Rail over road bridges
10/2/1/17	Municipal buildings : Oriental Plaza
10/2/1/18	Mdantsane bus and taxi ranks
10/2/1/19	Sub-station buildings
10/2/1/20	Posters
10//2/2	<u>Directional signs</u>
10/2/2/1	Industrial firms
10/2/2/2	Private and commercial
10/3	<u>Information : Other bodies</u>
10/3/1	Central government
10/3/2	Provincial
10/3/3	Other local authorities
10/3/4	Brochures, Newsletters, presentations and publications
10/3/5	Research

11. FESTIVALS AND SOCIAL MATTERS

- 11/1 Main files
11/1/P Policy
11/1/1 Speeches
(Copies of all speeches should be filed here)
11/1/2 Protocol and list of addresses
- 11/2 Festivals
17. Correspondence re exhibits is placed on 10/1/4 and speeches on 11/1/1.)
- 11/2/P Policy
11/2/R Routine enquiries
- 11/2/1 Individual Festivals
(Open a file for each festival and number consecutively)
11/2/1/1 Christmas/Easter festivities
- 11/2/2 Major sport events
11/2/2/1 S A Games – 2004/2010
11/2/2/2 Dart sailing World Cup- 2005
- 11/3 Social matters
11/3/1 Own receptions and functions
11/3/1/1 Mayoral receptions
11/3/1/1/1 Catering/Accommodation
11/3/1/2 Mayoral Sunday
11/3/1/3 Mayoress' Tea Party
- 11/3/2 Other receptions and functions
11/3/2/1 Invitations
- 11/3/3 Letters of thanks, congratulations and condolences
- 11/3/4 Awards to the public
11/3/4/R Routine enquiries
11/3/4/1 Mayor's Award (Recognition for community action) Achiever
11/3/4/2 Citizen's Citations
- 11/3/5 Visits and educational tours of Buffalo City
- 11/4 Ceremonial
11/4/1 Civic Sunday (Remembrance service)

11/4/2	Freedom of the City
11/4/3	Mandela Day
11/4/4	Services to the Public
11/5	<u>Twinning agreements</u> (Municipal International relations)
11/5/P	Policy
11/5/R	Routine enquiries
11/5/1	Camden
11/5/2	Netherlands
11/5/3	Montreuil
11/5/4	Tasmania
11/5/5	Cleveland, Ohio
11/5/6	Botswana
11/5/7	China
11/5/8	Pasadena
11/5/9	New Orleans
11/5/10	Sweden
11/5/11	Germany (GTZ)
11/5/12	New Zealand
11/5/13	City of Glasgow Tripartite Partnership ADM/BCM
11/5/14	Milwaukee Country (USA) Partnership sister cities International
11/5/15	Cooperative Agreement between ADM and BCM regarding Glasgow Partnership
11/5/16	South African – Tuscan : Italy Network (Netsafrica)
11/6	<u>Flying of flags</u>
11/6/1	Buffalo City Civic Flag
11/6/2	National flag
11/6/3	Foreign flags

12. COMPOSITION AND MEETINGS OF BODIES
AND OTHER GATHERINGS

- (1. For own council and committee meetings, see main series 3.
17. For meetings of heads, see main series 2.)

12/P Policy

12/R Routine

12/1 Routine correspondence
(1. Routine enquiries, arrangements, membership matters, notices, etc.
17. Notices concerning policy should be dealt with under 12/2.
18. Open a file for each body or gathering if Necessary and number consecutively).

12/2 Minutes, reports and policy decisions

12/2/1 National and provincial
(Where national or provincial organisations have regional or local offices, the latter's documentation should be provided for under 12/2/2 or 12/2/3)

12/2/1/1 Institute for Local Government Management of S.A. (ILGMSA)

12/2/1/2 Institute of Parks and Recreation Administration

12/2/1/3 Institute of Municipal Engineers of S.A.

12/2/1/4 Association of Municipal Electricity Undertakings of S.A.

12/2/1/5 Institute of Traffic Officers of S A.

12/2/1/6 S.A. Institute of Housing Management

12/2/1/7 Institute of Municipal Treasurers and Accountants (Finance Officers)

12/2/1/8 South African Fire Services Institute/Emergency Services (SAESI)

12/2/1/9 Institute of Market Masters of South Africa

12/2/1/10 S.A. Institute of Civil Engineers

12/2/1/11 S.A. Local Government Association (SALGA) (Mayoral Handbook)

12/2/1/12 Institute of Municipal Appraisers

12/2/1/13 Civil Defence Association of S.A.
(Disaster Management)

12/2/1/14 Community Health Association of S.A. (CHASA)

12/2/1/15 International Institute of Municipal Clerks

12/2/1/16 Institute of Internal Auditors of S.A.

12/2/1/17 International Council for Local Environmental initiatives (ICLEI)

12/2/1/18	Institute of Municipal Administration of S.A (IMASA)/Municipal Management
12/2/1/19	S.A. Local Government Bargaining Council (SALGBC)
12/2/1/20	Institute of Municipal Personnel Practitioners of S.A. (IMPSA)
12/2/1/21	Institute of Municipal Public Relations Officers (IMPRO)
12/2/1/22	South African Cities Network
12/2/1/23	S A Property Owners Association
12/2/1/24	Urban Renewal Forum/Urban Renewal tax incentives
12/2/1/25	District Mayor's Forum (DIMAFO)
12/2/1/26	Kagiso Trust : National Rural Dev. Education Programme (NARDEP)
12/2/1/27	S.A Institute of Electrical Engineers
12/2/1/28	Independent Electoral Commission (IEC)
12/2/1/29	Institute of Waste Management
12/2/1/30	Imbizo – Municipal Services
12/2/1/31	Munimec
12/2/1/32	District Administration Manager's Forum (DAMAF)
12/2/1/33	S.A. Revenue Protection Association
12/2/1/34	S.A Excellence Foundation
12/2/1/35	Eastern Cape Provincial Council of Churches
12/2/1/36	Institute of Municipal Law Enforcement IMLE
12/2/1/37	New Partnership of Africa's Dev (NEPAD) (NAFCOC)
12/2/1/38	Composition and Meetings of Bodies and Other Gatherings – LETCOM
12/2/1/39	African Presidential Centre
12/2/2	<u>Regional</u>
12/2/2/1	East Cape Local Government Association ECLGA
12/2/3	<u>Local</u>
12/2/3/1	Border Chamber of Business
12/2/3/2	Amatola District Council
12/2/3/3	Amatola Water Board (DWAF)
12/2/3/4	Project Administration Services (PAS) : Social Development of Mdantsane
12/2/3/5	Joint Justice Meeting (SAPS/IJS)
12/2/3/6	Traffic Meetings (Prov. Roads etc.)
12/2/3/7	Municipal Public Accounts Committee (MPACS)
12/2/3/8	Buffalo City Metropolitan Municipality District Roads Forum

13. LEGAL MATTERS

This main series does not deal with the provision of legislation, but concerns matters which result from the contravention thereof. For Acts ordinances, regulations and by-laws, see main series 1.)

- 13/P Policy
- 13/R Routine enquiries

- 13/1 Legal opinions and Court cases
- 13/1/1 Legal Matters : Evictions
- 13/2 Appointment/payment of Attorneys
- 13/2/1 Municipal Courts/Officials and Councillors
- 13/2/1/1 Public Protector against BCMM

- 13/3 Claims
- 13/3/1 By the Council
- 13/3/1/1 Damage to Property

- 13/3/2 Against the Council
- 13/3/2/1 Damage to property
- 13/3/2/2 Damage to vehicle
- 13/3/2/3 Personal injuries

- 13/4 Prosecutions
- 13/4/1 Serving of lawsuit documents
(Where applicable to a specific case, file on relevant case file hereunder).

- 13/4/1/1 Evacuation of Skyways : Erf 12850 : 58 – 60 St Georges Road, East London
- 13/4/1/2 Collectall Plastics
- 13/4/1/3 Chiselhurst Industrial Park(Pty) Ltd
- 13/4/1/4 W.F. Osner Investments (Pty.) Ltd
- 13/4/1/5 Santam Insurers (Pick and Pay)
- 13/4/1/6 Morris Bukhosi Xati/E.L. Transitional Council/
Minister of Safety
- 13/4/1/7 Leader Packaging

- 13/4/2 Contraventions : cases
- 13/4/2/1 Contravening a ByLaw
- 13/4/2/1/1

14. LICENCES AND PERMITS

14/P	Policy
14/R	Routine enquiries
14/1	<u>Licences</u>
14/1/1	<u>Application and issue</u>
14/1/1/1	Trading (Business licences)
14/1/1/2	Mobile shop licences
14/1/1/3	Dog licences
14/1/1/4	Liquor licences
14/1/1/5	Driver's licences
14/1/1/6	Motor vehicle licences
14/1/1/6/1	Motor vehicle registration queries
14/1/1/7	Gambling Licence
14/2	<u>Permits</u>
14/2P	Policy
14/2R	Routine enquiries
14/2/1	<u>Application and issue</u>
14/2/1/1	Petrol tank installations
14/2/1/2	Keeping poultry
14/2/1/3	Temporary use of municipal land /public open spaces (Display for disposal)
14/2/1/4	Land site for hawkers use
14/2/1/5	Municipal fire arms
14/2/1/6	Keeping of inflammable substance
14/2/1/7	Hawker's permits
14/2/1/8	Blasting operations in town
14/2/1/9	Parachute jumps
14/2/1/10	Helicopter flips
14/2/1/11	Use of Grand Prix Circuit
14/2/1/12	Single person protest : Placard stand
14/2/1/13	Permit to exercise traditional culture
14/2/1/14	Permit to fit electronic location identification devices to streetlight poles
14/2/1/15	Public Road Carrier Permit
14/2/1/16	To discharge Fireworks

15. TOWN PLANNING AND CONTROL

- 15/1 Main files
- 15/1/P Policy
- 15/1/R Routine enquiries

- 15/1/1 Municipal boundaries
- 15/1/1/1 Proposed extensions
- 15/1/1/2 Demarcation board

- 15/1/2 Appointment of Consulting Engineers,
Town Planners, Architects, etc.

- 15/1/3 Reservation of sites
- 15/1/3/1 Industry
- 15/1/3/2 Educational institutions
- 15/1/3/3 Sport and recreation
- 15/1/3/4 Churches

- 15/1/4 Geological surveys

- 15/1/5 Guide, guideline, structures and development
plans
- 15/1/5/1 Local structure plan
- 15/1/5/2 Yellow woods/Kei Road :
Zone plan
- 15/1/5/3 Spatial Development Framework Plan (Rockcliff)
- 15/1/5/4 Beach front Master Plan
- 15/1/5/5 East London Airport Master Plan
- 15/1/5/6 Mdantsane Local Spatial Development Framework
- 15/1/5/7 Bhisho/King William's Town Local Spatial Development
Framework and Bhisho Revitalisation Strategy

- 15/1/6 East London Zoning Scheme
- 15/1/7 Demarcation of Provisional Restructuring Zones (PRZ)
- 15/1/8 BCMM Built Environment Performance Plan (BEPP) 2013/2014

- 15/2 Town planning schemes
(Open a file for each scheme and number
consecutively)

- 15/3 Establishment of townships

- 15/3/P Policy
- 15/3/R Routine enquiries

15/3/1	<u>Residential</u> (Open a file for each scheme and number consecutively)
15/3/1/1	Breidbach
15/3/1/1/1	10 + 16 Units
15/3/1/1/2	Extension 5
15/3/1/1/3	Acorn Valley
15/3/1/1/4	Breidbach : Erf 1582
15/3/1/2	Schornville/River Close
15/3/1/3	Sweetwaters Ext 3 and 4 Erf 5219 KWT (Golf Course)
15/3/1/4	Ginsberg
15/3/1/4/1	Ginsberg 300 scheme low cost housing
15/3/1/4/2	Ginsberg 150 scheme/Wanda Trust
15/3/1/4/3	Ginsberg Chikane
15/3/1/5	Zwelitsha Infill scheme
15/3/1/6	Dimbaza South Phase 11 and East
15/3/1/7	Ilitha
15/3/1/8	Phakamisa South
15/3/1/9	Tyuty Village Phase 1 and 2
15/3/1/10	Bisho Park
15/3/1/11	West Bank, KWT/Tula Trust
15/3/1/12	KWT Ext 13/Wanda Trust /MTU (Ext. 30)
15/3/1/13	Ndevana
15/3/1/14	Club View 2 (Ext. 30)
15/3/1/15	Ptn of Mdantsane West : Hani Park Block 111
15/3/1/16	Potsdam East Housing Development : Manon Sokopo and Assoc.
15/3/1/17	Ptn of Mdantsane West Hani Park Block 1 and 2
15/3/1/18	Econo Property Dev. Erven 1688 – 1696: Phakamisa Township
15/3/1/19	MTU Developers Joubert Street, King Williams Town
15/3/1/20	Ncera Village 4 (Maxhentsa)
15/3/1/21	Arolla Farm No 1918 : KWT (Ilitha North)
15/3/1/22	Tshabo 1 and 2 villages Amatola district
15/3/1/23	Mdantsane West Ext 2 : Erven 909 and 907 Erven 801 to 804, 805 to 810, 906, 907, 894 to 896
15/3/1/24	Scenery Park
15/3/1/25	Reeston Township
15/3/1/26	E L Housing Management Co-operative (ELHMC) Nahoon Valley (Cambridge):

- Ptn Rem. 5152 : 330 Units
- 15/3/1/27 Mdantsane : Portion of erf 1404 : Adjoining Zone 12 : 45 Erven
- 15/3/1/28 Potsdam Village Housing Project (Potsdam Village informal settlement)
- 15/3/1/29 Sweetwaters Phase 3 : Low Cost housing project : 620 units
- 15/3/1/30 Haven Hills South Housing Development
- 15/3/1/31 Southern Node Settlement Development
(Sunny South, Shelford and Paratyana)/Needs Camp
- 15/3/1/32 Ikhwezi
- 15/3/1/33 Milner Estate : 176 New erven
- 15/3/1/34 Greydell
- 15/3/1/35 Duncan Village
- 15/3/1/36 Phakamisa East
- 15/3/1/37 Westbank Airport : Phase 2 and 2A
- 15/3/1/38 Kanana Residential Townships
- 15/3/1/39 Mount Ruth
- 15/3/1/40 Bongweni Village, Kwaklifu Phase 2 :
King William's Town
- 15/3/1/41 Haven Hills Ext 2 : Mdantsane : Mdantsane Access
Road : Metroplan : Erven 4772 – 4788 : 4795 –
4806, 4818 and 4769 East London
- 15/3/1/42 Mahlangu Informal Settlement Erf 885 Zone 13,
Mdantsane
- 15/3/1/43 Winnie Mandela Informal Settlement Ward 35,
Zone 5, Mdantsane
- 15/3/1/44 Francis Meli Informal Settlement Erf 4362, 4776,
4186 and Farm 1404, Mdantsane
- 15/3/1/45 Mathemba Vuso Infill Area Zone 6, Unit 1,
Mdantsane
- 15/3/1/46 Sisulu Village Planning and Upgrading
- 15/3/1/47 Nondula Informal Settlement Erven 3055, 3056,
3099 and 3100 Zone 2 Mdantsane
- 15/3/1/48 Gwentshe Informal Area Erf 9626 Mdantsane
- 15/3/1/49 Needs Camp
- 15/3/1/50 Rezoning, Departure and Establishment of Gonubie
Valley Eco-golf Estate : E.L. Billion Group
- 15/3/1/51 Mdantsane Infill Areas : 995 Sites
- 15/3/1/52 Lilyvale Township
- 15/3/1/53 Township Establishment in terms of the Less
Formal Township Establishment Act 113 of 1991
for Potsdam Unit V South on Erven 2569, 2876,
3814, 3481 and Potsdam Unit V North on Erven
4473, 4723, 3183 and 4145 Potsdam, East London
- 15/3/2 Industrial (Open a file for each scheme and number
consecutively)

- 15/3/2/1 IDZ (Industrial Development Zone)
- 15/3/2/2 Industrial Development Corporation - Development Agency (IDC)/
Buffalo City Development Agency (BCDA)
- 15/3/2/3 Daimler/Mercedes Benz
- 15/3/2/4 City Improvement District (CID)
- 15/3/2/5 East Cape Development Corporation [ECDC]
Industrial Development Corporation [IDC]

- 15/3/3 Private sidings

- 15/3/4 Less Informal Townships

- 15/3/4/P Policy
- 15/3/4/R Routine enquiries

- 15/3/4/1 Cambridge
- 15/3/4/2 Berlin
- 15/3/4/3 Potters Pass/West Bank
- 15/3/4/4 Nompumelelo (Beacon Bay)
- 15/3/4/5 Mzamomhle (Gonubie)
- 15/3/4/6 Ducats
- 15/3/4/7 Komonishini/Jongilanga Settlement
- 15/3/4/8 Fynbos Settlement
- 15/3/4/9 Second Creek Informal Settlement : Housing Development (Proposed)
- 15/3/4/10 Chris Hani Housing Development
- 15/3/4/11 Kidds Beach Informal Settlement
- 15/3/4/12 Ndancama Informal settlement, Scenery Park
- 15/3/4/13 Orange Grove Informal Settlement
- 15/3/4/14 Lingelitsha Informal Settlement : Berlin Lingelitsha
- 15/3/4/15 Less Informal Townships Tshlomonqa Rural Housing Project: 500 Units
- 15/3/4/16 Less Informal Townships Egoli Housing Project 382 Low Cost Residential
Units
- 15/3/4/17 Dongwe
- 15/3/4/18 Macleantown
- 15/3/4/19 Mdantsane Zone 18 cc 427 Units
- 15/3/4/20 Bulembu

- 15/3/5 Rural Development/Informal Settlement Study

- 15/3/6 Naming of townships/suburbs/buildings

- 15/4 Control of townships
(Aspects concerning individual erven eg. Amendments
of individual conditions of title, subdivision of a specific
erf, rezoning of a specific erf etc., should be dealt
with on the erven files. See list of series of separate

- case files.)
- 15/4/P Policy
- 15/4/P Town Planning and Control
Land Disposal Policy
- 15/4/R Routine enquiries
-
- 15/4/1 Amendment of conditions of establishment
- 15/4/1/2 Subdivisions and consolidations
- 15/4/1/3 Servitudes, way leaves and title deeds
-
- 15/4/1/4 Control of construction of buildings
- 15/4/1/4/1 Building line restrictions and encroachments
(Open a case file for each property under the applicants name and number consecutively)
-
- 15/4/1/4/1/R Routine enquiries
-
- 15/4/1/5 Rezoning
- 15/4/1/5/1/R Routine enquiries
-
- 15/4/1/5/1R/R Rezoning
-
- 15/4/1/5/1 Rezoning of Municipal and Private Land
(Open a case file for each property under the applicants name and number consecutively)
-
- 15/4/1/5/1/1 Propnet: Rezoning of portion of farm 642 and portion of farm 642 and portion 12 of farm 831 :
Off Mdantsane access Road : Arnoldton
- 15/4/1/5/1/2 Cambridge Street Partnership : Subdivision of
Portion 82 of farm 817 consolidation with
Portion 106 of farm 817 : Rezoning from
Open spaces to Business Zone
- 15/4/1/5/1/3 Madrash Taleenmudden Islamic Institute
(N. Oberay): Erf 13165 : Cnr Maple Leaf
Avenue and Gardenia Street, Braelynn :
Business to Institutional
-
- 15/4/1/5/1/4 Mesrs Setplan : Closure of Roadway :
Consolidation with erven 21138 – 21154,
21159, 21160, 21173, 21177, 21178, 21180 – 21185
and 21187 – 21195 : Rezoning from Residential
and Transport to Residential and Open Space:
Piet Retief Road, Amalinda
- 15/4/1/5/1/5 Messrs M E H Surveys : Erf 8463 : 24 Donald
Road, Vincent : Residential to Institutional

- 15/4/1/5/1/6 S. Jeeva : Erf 19745 : 32 Bank Street,
West Bank: Business Zone 5 to Business Zone 3
- 15/4/1/5/1/7 Amatola District Council : Portion of erf 2415
Scenery Park : Industrial to Residential
- 15/4/1/5/1/8 Johnson and Johnson: Erven 26605 and 21 :
Voortrekker Road, Summerpride : From
Industrial to Industrial and Agriculture
- 15/4/1/5/1/9 Messrs Hewhco (EC) : Rezoning of erven 49591 –
49599 and 49589 : Scenery Park
- 15/4/1/5/1/10 J Ramoo : Erf 9586 : 5 Tecoma Street,
Berea : From residential to Business
- 15/4/1/5/1/11 Edcot Trust : Erven 21967 – 21969 and 21979 :
Amalinda Main Road, E.L. : Residential to
Business
- 15/4/1/5/1/12 J. Smith: Erf 3040 : Cnr 15th Avenue and 3rd Street, Gonubie :
From Residential Zone 3B to Residential Zone 4
- 15/4/1/5/1/13 Nzelenzele, Preston and Metcalf: Erf 6939 : 21 Pearce Street, Berea :
Residential to Business
- 15/4/1/5/1/14 Buffalo City Municipality : Rezoning of various erven around
Sisa Dukashe Stadium : Zone 2, Mdantsane
- 15/4/1/5/1/15 Messrs Setplan : Erf 517 : Off Voortrekker Road, Wilsonia :
From unzoned to Industrial Zone I
- 15/4/1/5/1/16 Setplan : Erf 16436 : 14 Tennyson Street, Quigney : Rezone
from residential zone 3 to Business Zone 3
- 15/4/1/5/1/17 Setplan : Erven 17084 and 17086 : Between Clifford and Fitzpatrick
Street, Quigney : From Residential Zone 4 to Business Zone 4
- 15/4/1/5/1/18 M.E.H. Surveys and Maps : Erven 310 and 311 : Berlin :
Rezoning residential to Business
- 15/4/1/5/1/19 Seymour and Co.: Erf 26508 : Fitzpatrick Street, Quigney,
From Residential Zone 4 to Residential Zone 6
- 15/4/1/5/1/20 Departmental proposal : Rezone and subdivide portion of site 3402
Zone 12, Unit 6 : Mdantsane
- 15/4/1/5/1/21 Setplan : Portion of Rem. Erf 1489 : Bonza Bay
Road, Beacon Bay : Fro Public Road to General
Residential
- 15/4/1/5/1/22 Alphendale People's Housing Project : Erven
53217, 53218 – 53255, 53209, 53210 and 53213
East London
- 15/4/1/5/1/23 Private Proposal : Rezone and Consolidate Erven
1220 and 1221, Kemp's Road, Amalinda, East
London
- 15/4/1/5/1/24 Departmental Proposal : Subdivide & Rezone
Portion of Site 771, Unit M, Zone 15, Mdantsane:
Institutional to Residential
- 15/4/1/5/1/25 Subdivision/Rezoning Erf 7401, East London : 93
Western Avenue, Vincent

- 15/4/1/5/1/26 Rezoning Erf 1598 : No 66 Louisa Street, King William's Town
- 15/4/1/5/1/27 ~~Sale/Rezoning Erven 16225, 16226 and 16253 : Ocean Terrace Office Park~~ **CANCELLED**
- 15/4/1/5/1/28 Rezoning: Erf 7362, East London: 105 Western Avenue: Vincent from Business Zone 2 to Business Zone 4
- 15/4/1/5/1/29 Rezoning Rem Erf 12939 East London : Social Housing Development (Consolidation with Erven 12935, 12938, 12940, 12942, 13054 and Portions of Erven 13056 and 13057)
- 15/4/1/5/1/30 Rezoning : Erf 15961, East London : Residential Zone 3B to Residential Zone 4 Purposes
- 15/4/1/5/1/31 Rezoning Erven 1276 and 3435, Beacon Bay : Cnr Walmer and Elf Roads
- 15/4/1/5/1/32 Rezoning Erf 6829, East London and Removal of Restriction
- 15/4/1/5/1/33 Rezoning: Site 758, Zone 17, Mdantsane from Institutional (School) to Business Purposes
- 15/4/1/5/1/34 Rezoning Subdivision of Portion 45 of farm 817 Quenera Drive Beacon Bay
- 15/4/1/5/1/35 Rezoning Subdivision of Portion 49 of farm 817 Quenera Drive Beacon Bay from Agricultural Zone 1 to Residential Zone 4 Business Zone 4 and Transport Zone 2 Purposes
- 15/4/1/5/1/36 Rezoning Subdivision of Erf 42564 E.L. from Residential Zone 4 Purposes to Residential Zone 3A Purposes New Housing Company
- 15/4/1/5/1/37 Rezoning Subdivision Consolidation of Erven 1272, 1273 and 4410 Beacon Bay Highfield Road and Elf Road
- 15/4/1/5/1/38 Rezoning Subdivision of a Portion of Portion 1 of farm 809 East Coast Resorts Road Gonubie : Cistillery (PTY) Ltd
- 15/4/1/5/1/39 Rezoning and Subdivision of Erf 96 Kaysers Beach
- 15/4/1/5/1/40 Rezoning and Subdivision of Consolidation of Remainder of Erf 7260 and Erf 12337 East London and a Departure from the Lateral Building Line Restriction
- 15/4/1/5/1/41 Rezoning and Consolidation of Erven 12355 and 12356 East London from Residential Zone 5 Purposes to Business Zone 4 (Offices) Purposes
- 15/4/1/5/1/42 Rezoning of Subdivision of Erf 1487 Beacon Bay Kersboom Crescent
- 15/4/1/5/1/44 Rezoning of Erf 5294 East London 17 Harburn Road Abbotsford

- 15/4/1/5/1/45 Rezoning of Portion of Erf 17977
Chester Road, Sunnyridge East London
- 15/4/1/5/1/46 Rezoning of Consolidated Erf Comprising Erven
17075, 17076 and 17077 E.L. 11 Rees Street,
Quigney Dorchester Heights Investments
- 15/4/1/5/1/47 Rezoning Land use Change : Site 5104
Mdantsane Zone 7 Unit 5 from Business Purposes
to (Church) Purposes Mdantsane Community
Church
- 15/4/1/5/1/48 Rezoning of a Portion of Portion 20 of farm 799
Main Road Gonubie M. Wheatley
- 15/4/1/5/1/49 Rezoning of Erven 3482, 3484 and 3486 East
London, Phillip Frame Road Chiselhurst
- 15/4/1/5/1/50 Rezoning Portion 2 of Farm 1074/5 Kidd's Beach
from Agricultural Zone 1 to Open Space Zone 2
Purposes : Kidds Beach E.L. Erven 1075-1079
1086,1082 (Altivex)
- 15/4/1/5/1/51 Rezoning and Subdivision of Erf 3455 Gullsway
Road Gonubie The Riegers family Trust
- 15/4/1/5/1/52 Rezoning and Subdivision of Portion 13 of farm
811 Old East Coast Resorts Road Meisies Halt
Gonubie
East London for Light Industries Purposes
- 15/4/1/5/1/53 Rezoning Consolidation of Remainder of Erf
3894 and a Portion of Erf 4481 E.L; from
Transport Zone 1 (Railway) Purposes to
Residential Zone 4 (Town House) Purposes and
the Subdivision of the Consolidated Site into 48
Residential Portion, 2 Private Open Space and
Private Roadway, Morrison Road : Cambridge
- 15/4/1/5/1/54 Rezoning of Erven 9522, 9523 and 9525 East
London, Pearce Street and Berea Terrace Berea
- 15/4/1/5/1/55 Rezoning and Subdivision of Remainder Erf
10334, E.L. 36 Princess Alice Drive Nahoon
- 15/4/1/5/1/56 Rezoning and Subdivision of Portion of Erven
50017 and 50019 East London Socho Housing
Amalinda, Amalinda Main Road
- 15/4/1/5/1/57 Rezoning Consolidation and Subdivision of
Portion 51 of Farm 817, East London, and Erf
6009 Beacon Bay Quenera Drive, Beacon Bay
- 15/4/1/5/1/58 Rezoning and Subdivision of Portion 48 of Farm
817 East London Quenera Drive, Beacon Bay
- 15/4/1/5/1/59 Rezoning and Subdivision of Farm 769 East
London Schafli Road
- 15/4/1/5/1/60 Rezoning of Portion 2 of Farm 817, EL and
Council's Special Consent to Establish a

- Hypermarket on the Site Bonza Bay, Beacon Bay
- 15/4/1/5/1/61 Rezoning of Portion 52 of Farm 817 E L and Erven 5709 and 5710 Beacon Bay and Council's Special Consent to Establish a Hypermarket Quenera Drive, Beacon Bay
- 15/4/1/5/1/62 Rezoning of Portion 11 of Farm 809 E L from Agricultural Zone 1 to Residential Zone 4 (111 Town Houses Sites and a Private Roadway) Open Space Zone 2 (6 Private Open Spaces) and Transport Zone 2 (3 Future Public Rd Reserves) as well as for The Cancellation of a Electrical Servitude : Main Rd Gonubie
- 15/4/1/5/1/63 Rezoning of Farm 809 Portion 10, E L to Subdivisional Area and Council's Special Consent to Establish a Hypermarket Main Road, Gonubie
- 15/4/1/5/1/64 Rezoning and Subdivision of Farm 1355 and Portion 37 of Farm 809, E L Gonubie Main Road Highway Community Church
- 15/4/1/5/1/65 Rezoning of Erven 4133, 4134 and 5342 Heidia Street, Gonubie for Town House Purpose
- 15/4/1/5/1/66 Subdivision and Rezoning of Portion 14 of Farm 814, East London
- 15/4/1/5/1/67 Rezoning Erven 16675 and 16676 E.L. and the Consolidation of Erven 16674, 16675 and 16676 (52 and 54 Rhodes Street and 72 Caxton Street, Quigney) and for the Council's Special Consent for Business Premises to Permit a Warehouse and a Departure to Provide the Relevant Parking Requirements Applicable thereto
- 15/4/1/5/1/68 Rezoning Subdivision of a Portion of Portion 32 of Farm 817 East London
- 15/4/1/5/1/69 Rezoning of Erf 1263 East London from Residential Zone 3B to Residential Zone 4 and Open Space 2 Purposes and for the Subdivision of the Erf 46 Residential Sites 1 Private Open Space a Private Road-way and Remainder Roadway 10 Jennings Road Amalinda
- 15/4/1/5/1/70 Proposed Rezoning of Erf 53776 Woolwash Road Amalinda East London
- 15/4/1/5/1/71 Application for Rezoning of Erf 6550 12 Beatty Road Selborne from Residential Zone 3B to Residential Zone
- 15/4/1/5/1/72 Application for Rezoning and Subdivision of Farms 1273, 773/1, 774, 775 and Portion 743/12 East London and Council's Special Consent to Permit the Development of Gqunube Valley Eco-

- Golf Resort
- 15/4/1/5/1/73 Rezoning – Portion 20 of Farm 807 – Gonubie
- 15/4/1/5/1/74 Subdivision, Rezoning and Consolidation of Portion of Erf 65399 Erven 65362-65368 and Remainder of Portion 83 of Farm 817, East London from Residential Zone vi Purposes : Bishops Country Estate Guest Lodge
- 15/4/1/5/1/75 Subdivision and Rezoning of Portion 9 of Farm 1074 East London from Resort Zone to Residential, Zone 4, Residential Zone 5 and Open Space Zone 2 : Kidds Beach
- 15/4/1/5/1/76 Land Development Area : Portion 4 of Farm 1016 and Rem. Extent of Portion 2 of Farm 1051, E.L.
- 15/4/1/5/1/77 Closure, relocation, subdivision, consolidation and rezoning of erven 1506, 2116, 2115 and 2138 Unit 4, Zone 9 Mdantsane. Billie Road (Hospital)
- 15/4/1/5/1/78 Land Development Area : Portion 6 Farm 1048 : East London
- 15/4/1/6 Sectional titles
- 15/4/1/7 Special consent
- 15/4/1/7/P Policy
- 15/4/1/7/R Routine enquiries (MTN)
- 15/4/1/7/1 Special consent of Municipal and Private Land
(Open a case file for each property under the applicant's name and number consecutively)
- 15/4/1/7/1/1 Vusiwe's Tavern : Erf 33605 : 668 Siya Street, Duncan Village : Tavern
- 15/4/1/7/1/2 Jacques Pienaar : Erf 281 : 281 Leonard Street, Kidds Beach : Building above garage
- 15/4/1/7/1/3 T. Cambell : Erf 761 : 10 Oakleigh Road, Beacon Bay : Creche
- 15/4/1/7/1/4 Gary Pritchard : 23 Chestnut Crescent, Beacon Bay : Place of entertainment
- 15/4/1/7/1/5 C. Collins : Erf 1481 : 66 11th Avenue, Gonubie : Creche
- 15/4/1/7/1/6 Mrs Grobbelaar : Erf 6082 : 38 Hebbes Street, Cambridge: Creche
- 15/4/1/7/1/7 C. Petzer : Erf 13772 : 8 St Georges Road, Southernwood : Creche
- 15/4/1/7/1/8 Murambi Roses Tea Garden : Farm 7401 : East Coast

- Tea Garden
- 15/4/1/7/1/9 E. Barlow : Erf 32209 : 45 Falkland Place, Alphendale :
Day Care Centre
- 15/4/1/7/1/10 Nico Snyman : Erf 16614 : 59 Currie Street,
Quigney : Club Executive for Adult Entertainment
- 15/4/1/7/1/11 Residential Allotment No 388, Zabalaza
Location: Dimbaza North : To establish a Tavern
- 15/4/1/7/1/12 Departure : Erven 7152 & 7153 Sweetwaters,
KWT : Tavern
- 15/4/1/7/1/13 Special Consent : Erf 3180, KWT : Creché/Pre-
school
- 15/4/1/7/1/14 Erf 9077 East London, Western Place, Selborne
and Council's Special Consent for Operation of a
Retirement Village
- 15/4/1/7/1/15 Council's Special Consent to Dev. a
Hypermarket/Shopping Centre on Erf 39720 EL :
Hemingways Mall (Billion Group) Erf 5413
Oceanview (Erf 20213)
- 15/4/1/7/1/16 Erf 60796 E.L. for the Purpose of a Supermarket
and/or Bottle Store
- 15/4/1/7/1/17 Application to Consolidate and Rezone Erf
18908, 18911, 18912 and 28959 East London and
Council's Special Consent for Hypermarket 5
Buffalo View Road Greenfields
- 15/4/1/7/1/18 Application for the Council's Special Consent to
use the Premises at Erf 7954 East London (26
Florence Avenue, Vincent as a Day Care Centre)
- 15/4/1/7/1/19 Council's Special Consent for the Operation of a
Place on Entertainment on Erf 16962 East
London 22 Currie Street Quigney
- 15/4/1/8 Removal of restrictive conditions
(Open a case file for each property under
the applicant's name and number consecutively)
- 15/4/1/8/R Removal of Restrictive Conditions
Routine Enquiries
- 15/4/1/8/1 M Woodsworth : Erf 249 : 1 Seeton Road,
Beacon Bay : Removal of Restriction
- 15/4/1/8/2 R.A. Saunders : Erf 11078 : Worrall Road, Nahoon:
Removal of restriction
- 15/4/1/8/3 J.M. Smith : Erf 3040 : 69 Fifteenth Avenue,
Gonubie: Removal of Restriction
- 15/4/1/8/4 R.C. Garz: (Dr Strydom and ACC Flemmer) : Erven
10299 and 10317 : Lower Ridge Road, Bonnie Doon
- 15/4/1/8/5 Harry Keogh Family Trust : Erf 6573 : 6 Salisbury Road,

Selborne

- 15/4/1/8/6 G.J. Geldenhuys : Erf 854 : Bonza Bay Road, Beacon Bay
15/4/1/8/7 E.J. Tiltman : Erf 11086 : Stanmore Road, Nahoon
15/4/1/8/8 G.J. Chandler : Erf 6829 : 1 Lukin Road , Selborne
15/4/1/8/9 P.J. Jonas : Erven 6950 – 6960 : Berea
15/4/1/8/10 K.A. and J.D. Kumm : Rem. Of extent of erf 7940 :
Devereux Avenue, Vincent
15/4/1/8/11 A C McMillan : Erf 6555 East London
15/4/1/8/12 M E H Surveys : Erf 709 Beacon Bay, Corner
Braemar Road and Arbor Crescent
15/4/1/8/13 S M Cossie & Associates : Erf 360, East London
15/4/1/8/14 K.A. and J.D. Kumm : Erf 7960 East London
15/4/1/8/15 Watenaar : Ptn 35 of Farm 807, Gonubie
15/4/1/8/16 Subdivision and Removal of Restrictions : Erf
1368 Beacon Bay : Corner of Edge Road and
Harold Crescent
15/4/1/8/17 Removal of Restrictions : Erf 24739, East
London
15/4/1/8/18 Removal of Restrictions : Ms Judith Frost : Erf
351, Beacon Bay, East London
15/4/1/8/19 Removal of Restrictions: Erven 6757 & 6758,
East London
15/4/1/8/20 Removal of Restriction : Erv 2136, Gonubie :
Summit Properties Trust : 12 – 4th Avenue,
Gonubie
15/4/1/8/21 Removal of Restriction : Erf 317
Beacon Bay, East London
7 Reynolds View Road:
J.P. Botha
15/4/1/8/22 Removal of Restriction : Erf 703
Beacon Bay : East London :
10 Arbor Street
15/4/1/8/23 Removal of Restriction : Erven 47461 and
18888 : Woodbrook : East London
15/4/1/8/24 Removal of Restriction: Erf 11548, Stirling, East
London
15/4/1/8/25 Renewal of Restriction Erf No 4 : Winterstrand :
L H Knickelbein
15/4/1/8/26 Sullivan, Fadane & Associates : Erf 2137, Beacon
Bay : Removal of Restriction
15/4/1/8/27 Removal of Restriction : Erf 7514, E.L.
15/4/1/8/28 Removal of Restriction : Erf 914, Beacon Bay,
E.L.
15/4/1/8/29 Removal of Restriction : Erf 11329, E.L.
15/4/1/8/30 Removal of Restriction : Erf 11830, E.L.
15/4/1/8/31 Removal of Restriction : Erf 17937 Greenfields

- East London
- 15/4/1/8/32 Removal of Restriction : Erf 360 Kobprops
Gonubie
- 15/4/1/8/33 Removal of Restrictions: Erf 3342, Gonubie, E.L.
- 15/4/1/8/34 Removal of Restrictions : Erf 63, 32 Summit
Road, Beacon Bay : Mr W. Goosen
- 15/4/1/8/35 Removal of Restriction : Erf 1273, Beacon Bay,
Highfield Road : C.J. Gale
- 15/4/1/8/36 Removal of Restrictions : Erf 11612, East
London: D. Mackenzie
- 15/4/1/8/37 Removal of Restrictions : Erf 3752, Beacon Bay
- 15/4/1/8/38 Removal of Restriction : Erf 876, Beacon Bay,
62 Bonza Bay Road
- 15/4/1/8/39 Removal of Restriction : Erf 7283, East London
- 15/4/1/8/40 Removal of Restriction : Erf 12, Beacon Bay,
East London
- 15/4/1/8/41 Removal of Restriction: Erf 234, 11 Rockland
View, Beacon Bay
- 15/4/1/8/42 Removal of Restriction: Erf 2370 : Amalinda,
East London
- 15/4/1/8/43 Removal of Restriction: Erf 8672, East London
- 15/4/1/8/44 Removal of Restriction: Erf 968, Beacon Bay: 13
Elf Road
- 15/4/1/8/45 Removal of Restrictions of Erven 12106 and
12107, East London
- 15/4/1/8/46 Application for Subdivision of Erf 7710 East
London and Removal of Restrictive Conditions
- 15/4/1/8/47 MEH Surveys : Erf 11325 Kennington Road,
Nahoon : Removal of Restriction
- 15/4/1/8/48 K. Webb : Erf 7195 North Road, Vincent
Gardens : Removal of Restriction
- 15/4/1/8/49 MEH Surveys : Erf 11278
Smartt Road, Nahoon : Removal of Restriction
- 15/4/1/8/50 Removal of Restrictions of Erf 11795 EL
- 15/4/1/8/51 Removal of Restriction Erf 403 Beacon Bay
- 15/4/1/8/52 Removal of Restriction of Erf 3067, Gonubie
Second Avenue
- 15/4/1/8/53 Removal Restriction Erf 4068 EL
19 Kenyon Crescent – Bonnie Doon
- 15/4/1/8/54 Removal of Restriction Conditions Erf 1322
Beacon Bay
- 15/4/1/8/55 Removal of Restriction of Erf 10938 EL
- 15/4/1/8/56 Removal of Restriction Conditions Erf 1180
Beacon Bay
- 15/4/1/8/57 Removal of Restrictive Conditions Erf 848
Beacon Bay
- 15/4/1/8/58 Removal of Restrictive Conditions Erf 1181

- Beacon Bay
- 15/4/1/8/59 Removal of Restrictive Conditions Erf 1333
Beacon Bay
- 15/4/1/8/60 Removal of Restrictive Conditions Erf 12119
East London Buffalo City Municipality
- 15/4/1/8/61 Removal of Restrictive Conditions Erf 6663
East London Buffalo City Municipality
- 15/4/1/8/62 Removal of Restrictions Erf 177 Beacon Bay
Buffalo City Municipality J.F. Jordaan
- 15/4/1/8/63 Removal of Restrictions Erf 643 Beacon Bay
Buffalo City Municipality
- 15/4/1/8/64 Removal of Restrictions Erf 313 Beacon Bay
East London
- 15/4/1/8/65 Removal of Restrictions Erf 10930 East London
Buffalo City Municipality
- 15/4/1/8/66 Removal of Restrictive Conditions Erf 666
Beacon Bay
- 15/4/1/8/67 Removal of Restrictive Title Conditions Erf 2143
Gonubie Buffalo City
- 15/4/1/8/68 Removal of Restrictions Act (84 of 1967)
Portion 37 of Farm No. 925 Division of E.L. -
AN Silevu
- 15/4/1/8/69 Removal of Restriction Erf 1819 Gonubie
Buffalo City Municipality R.M. Atterbury
- 15/4/1/8/70 Removal of Restriction Erf 460 Beacon Bay,
Buffalo City Municipality - B. Snyman
- 15/4/1/8/71 Removal of Restriction Rem. Erf 8856,
East London
- 15/4/1/8/72 Removal of Restrictions Erf 7433 EL Amatola
Water Board
- 15/4/1/8/73 Removal of Restrictive Conditions from The Title
deed Erf 9178 East London Stockton Road Berea
- 15/4/1/8/74 Removal of Restrictions from the Title Deed
Erf 1285 Beacon Bay
G. Weyer
- 15/4/1/8/75 Erf 308 Beacon Bay – Removal of Restrictive
Conditions – Subdivision and a Permanent
Departure to Permit a Panhandle
- 15/4/1/8/76 Removal of Restrictive Conditions Erf 6610, 3
Athlone Crescent Selborne : Wonda Wave
- 15/4/1/8/77 Subdivision and Removal of Restrictive
Conditions Erf 10152 East London (32 Bonnie
Doon Place, Bonnie Doon)
- 15/4/1/8/78 Removal of Restrictive Conditions of Title and
for Subdivision of Erf 7196 E.L. 71 Vincent
Gardens North Road Vincent
- 15/4/1/8/79 Removal of Restrictive Title Conditions and The

- 15/4/1/8/80 Subdivision of Erf 36 Beacon Bay
Removal of Restrictions, Consolidation,
Rezoning, Subdivision and Departure for
Relaxation of the Building Line Requirements of
Erven 3563 and 3564 E.L. 51 and 53 Tapson
Street, Chiselhurst
- 15/4/1/8/81 Rezoning and Removal of Restrictive Title
Conditions of Erf 72 Summit Road, Beacon Bay
- 15/4/1/8/82 Rezoning of Erf 10786 East London From
Residential Zone 3B (Single Residential to
Residential Zone 4 (Town House) Purposes. The
Subdivision of Erf into Four Residential Sites and
a Private Roadway and a Removal of Restrictive
Conditions 25 Galway Road Nahoon
- 15/4/1/8/83 Removal of Restrictive Title Conditions and
Rezoning of Erf 72 Summit Road, Beacon Bay
- 15/4/1/8/84 Rezoning and Subdivision of Erf 361 Gonubie
from Residential Zone 3B to Residential Zone 4
and 5 and for the removal of restrictive title
conditions :- 8 Main Road. Gonubie
- 15/4/1/8/85 Application for the removal of restrictions in
terms of removal restrictions Act 1967 : Act 84 of
1967 Erf 600 Beacon Bay
- 15/4/1/8/86 Removal of Restrictive Conditions of Erf 5342
East London Abbotsford Gordon Grey
- 15/4/1/8/87 Removal of Restrictive Conditions of Erf 1176
Grace Crescent Beacon Bay
- 15/4/1/8/88 Subdivision, Building Line Relaxation and
Removal of Restrictive Conditions : Erf 2074
Beacon Bay, 10 Palm Place
- 15/4/1/8/89 Erf 10010, Zone 4, Unit 3 Mdantsane, into Two
(2) Portions and the Removal of a Restrictive
Condition from the Deed of Transfer
- 15/4/1/8/91 Removal of Restrictions
Farm 803, Gonubie
- 15/4/1/8/92 Removal of Restrictions : Farm 800 Gonubie
(Portion 15)
- 15/4/1/9 Departures
- 15/4/1/10 Removal of reversionary clauses
- 15/4/1/11 Erf Closures
- 15/4/1/2R/R Subdivisions
- 15/4/2 Illegal occupation of land (Squatters)

15/5	Survey of land
15/5/1	Aerial Photography and mapping
15/6	<u>Control of buildings</u>
15/6/P	Policy
15/6/R	Routine enquiries
15/6/1	<u>Building plans</u>
15/6/1/1	Approval of building plans
15/6/1/2	Refusal of building plans
15/6/1/3	Schedule of approved building plans
15/6/2	Demolition of buildings
15/6/3	Dilapidated and dangerous buildings
15/6/4	Unauthorised use of premises
15/7	Control of cellular mast installations
15/8	<u>Land restitution</u>
15/8/P	Policy
15/8/R	Routine enquiries
15/8/1	<u>Claims</u>
15/8/1/1	Tshatshu/Tshabo Area
15/8/1/2	West Bank (Nongqongqo Area)
15/8/1/3	Macleantown Commonage
15/8/1/4	East Bank area
15/8/1/5	Breidbach area
15/9	<u>Commonages</u>
15/9/1	Newlands/St. Lukes Mission

16. ESSENTIAL SERVICES

- 16/1 Water
(Correspondence which pertains to a specific area is placed on the relevant case file under 16/1/8. Correspondence which cannot be linked to a specific area, is placed on the relevant subject file which has been provided under the heading : mainfiles)
- 16/1/1 Main files
16/1/1/P Policy
16/1/1/R Routine enquiries
- 16/1/1/1 Acquisition of sources
16/1/1/1/1 Dams
16/1/1/1/1/1 Bridle Drift Dam
16/1/1/1/1/2 Nahoon Dam
16/1/1/1/1/3 Laing Dam
16/1/1/1/1/4 Rooikrantz Dam
16/1/1/1/2 Rivers
16/1/1/1/2/1 Nahoon River
16/1/1/1/2/2 Buffalo River
- 16/1/1/2 Purchases
(Financial aspects of a routine nature, eg. accounts, should be dealt with on the appropriate files under main series 5)
- 16/1/1/3 Water Services Development Plan
16/1/2 Provision and maintenance of reservoirs and purification plants (Including pumping stations)
- 16/1/2/R Routine enquiries
16/1/2/1 Umzoniana Reservoir
16/1/2/2 Gonubie Reservoir
16/1/2/3 Dawn Reservoir
16/1/2/4 Buffalo River Pumping Station
16/1/2/5 Homeleigh Halt High Level Reservoir
16/1/2/6 Reservoir on Erf 5 Berlin
- 16/1/3 Main pipe lines
16/1/3/1 Installation
16/1/3/2 Servitudes
16/1/3/3 Connection
- 16/1/4 Meters/Pre- paid water meters
16/1/4/1 Installation

16/1/4/2	Testing
16/1/5	Water restrictions
16/1/5/1	Standpipes and pre-paid meters
16/1/5/2	Disconnections
16/1/6	Statistics
16/1/7	Pollution/Quality monitoring
16/1/8	Leak detection and monitoring
16/1/9	<u>Supply, Interruptions and complaints</u> (Open a file for each area and number consecutively)
16/1/9/1	East London
16/1/9/2	Mdantsane
16/1/9/3	Gonubie
16/1/9/4	Beacon Bay
16/1/9/5	King William's Town, Bisho
16/1/9/6	Berlin
16/1/9/7	Rural areas
16/1/9/8	Coastal areas
16/2	<u>Electricity</u>
16/2/P	Policy
16/2/R	Routine enquiries
16/2/1	Generation
16/2/2	Purchase
	17. Eg from ESCOM.
	18. Financial aspects of a routine nature, eg. accounts should be dealt with on the appropriate files under main series 5)
16/2/3	Servitudes
16/2/4	Erection and maintenance of Sub-stations
16/2/5	<u>Supply and maintenance of street lights</u> (Open a file for each area and number consecutively)
16/2/5/1	East London
16/2/5/2	Mdantsane
16/2/5/3	Gonubie
16/2/5/4	Beacon Bay
16/2/5/5	King William's Town, Bisho
16/2/5/6	Berlin
16/2/5/7	Rural areas
16/2/5/8	Coastal areas

16/2/6	<u>Meters</u>
16/2/6/1	Installation
16/2/6/2	Testing/Repairs/Readings
16/2/7	Statistics
16/2/8	<u>Distribution, Interruptions and complaints</u> (Open a file for each area and number consecutively)
16/2/8/1	East London
16/2/8/2	Mdantsane
16/2/8/3	Gonubie
16/2/8/4	Beacon Bay
16/2/8/5	King William's Town, Bisho
16/2/8/6	Berlin
16/2/8/7	Rural
16/2/8/7	Electrification of Msobomvu Location Farms (Rural)
16/2/8/8	Coastal
16/2/9	<u>Pre-paid Meters</u>
16/2/9/P	Policy
16/2/9/R	Routine enquiries
16/2/9/1	Applications
16/2/9/2	Illegal connections and tampering
16/2/9/3	Automatic Vending machines
16/2/10	Decorative lighting
16/2/11	Electricity : Electricity Masterplan
16/3	<u>Roads and streets</u>
16/3/P	Policy
16/3/R	Routine enquiries
16/3/1	Annual road construction programme
16/3/2	Proclamation
16/3/3	<u>Planning and commentary i.r.o. main roads</u>
16/3/3/1	National roads
16/3/3/2	Provincial roads
16/3/3/3	Beacon Bay – Gonubie Link road
16/3/3/4	Buffalo River Bridge and Arterial Road Link between N2 and R72
16/3/3/5	Gonubie Main Road Local Spatial Development Framework

- 163/4 Closing
16/3/4/1 Permanent closing
 (Open a file for each road or street
 and number consecutively)
16/3/4/1/1 Propnet : Portion of Station Street, Berlin
- 16/3/4/1/2 Closure Prestwich Place and Consolidation
 with Erven 21138 – 21154, 21159, 21160,
 21172, 21173, 21177, 21178, 21180 – 21185
 and 21187 – 21195 : Piet Retief Road
- 16/3/4/1/3 Publication of Closure Notice Prestwich Place Adjoining
 Erven 21147 to 21154 ; E L
- 16/3/4/1/4 Application for the Closure, Consolidation, Rezoning and
 Subdivision of Erven 4179-4192, 4197-4228 and 5277, Gonubie :
 Ficus Lane, Erythrina Street, and Clivia Crescent, Gonubie
- 16/3/4/1/5 Amendment of Portion : General Plan No. 1008/2005 Nahoon
 Valley Ridge (Closure of Portion of Public Roadway and Public
 Open Space, Rezoning, Consolidation and Re-subdivision)
- 16/3/4/2 Temporary closing
16/3/4/3 Permanent closures
- 16/3/5 Construction, maintenance and complaints
16/3/5/1 Surfaces
 Pothole Maintenance and Repair Programme : 01 July-30 Dec 13
 (Open a file for each area and number)
 consecutively)
- 16/3/5/1/1 East London
16/3/5/1/2 Mdantsane
16/3/5/1/3 Gonubie
16/3/5/1/4 Beacon Bay
16/3/5/1/5 King William's Town, Bisho
16/3/5/1/6 Berlin
16/3/5/1/7 Rural areas
16/3/5/1/8 Coastal areas
- 16/3/5/2 Stormwater drainage
 (Open a file for each area and number
 consecutively)
- 16/3/5/2/1 East London
16/3/5/2/2 Mdantsane

- 16/3/5/2/3 Gonubie
- 16/3/5/2/4 Beacon Bay
- 16/3/5/2/5 King William's Town, Bisho
- 16/3/5/2/6 4 Station Street, Berlin
- 16/3/5/2/7 Rural areas
- 16/3/5/2/8 Coastal areas

- 16/3/5/3 Sidewalks and gutterbridges
(Open a file for each area and number consecutively)
- 16/3/5/3/1 East London
- 16/3/5/3/2 Mdantsane
- 16/3/5/3/3 Gonubie
- 16/3/5/3/4 Beacon Bay
- 16/3/5/3/5 King William's Town, Bisho
- 16/3/5/3/6 Berlin
- 16/3/5/3/7 Rural areas
- 16/3/5/3/8 Coastal areas

- 16/3/5/4 Bridges and subways
(Open a file for each bridge or subway and number consecutively)
- 16/3/5/4R Routine enquiries

- 16/3/5/4/1 Pedestrian Sub way : North East Express way

- 16/3/6 Allocation of street names
- 16/3/6/1 Naming of Townships/Suburbs

- 16/3/7 Naming of bridges

- 16/4 Sewerage
- 16/4/P Policy
- 16/4/R Routine enquiries
- 16/4/1 Establishment and management

- 16/4/1/1 Plants and treatment works
(Open a file for each plant or treatment works and number consecutively)
- 16/4/1/1/1 East Bank Reclamation works
- 16/4/1/1/2 Berlin Sewage Treatment works
- 16/4/1/1/3 Mdantsane Sewerage treatment works
- 16/4/1/1/4 Reeston sewerage treatment works
- 16/4/1/1/5 King William's Town Sewerage treatment works/Schornville

16/4/1/1/6	West Bank Sewage treatment works
16/4/1/1/7	Sea Outfall Sewer
16/4/1/1/8	Central Treatment works
16/4/1/1/9	Expansion of Quenera Wastewater Treatment Works
16/4/1/2	Sewerage pumping stations
16/4/1/3	<u>Network</u> (Open a file for each area and number consecutively)
16/4/1/3/1	East London
16/4/1/3/2	Mdantsane
16/4/1/3/3	Gonubie
16/4/1/3/4	Beacon Bay
16/4/1/3/5	King William's Town, Bisho
16/4/1/3/6	Berlin
16/4/1/3/7	Rural areas
16/4/1/3/8	Coastal areas
16/5	<u>Sanitation</u>
16/5/P	Policy
16/5/R	Routine enquiries
16/5/1	<u>Rubbish removal service</u>
16/5/1/1	Street rubbish bins/Skips
16/5/1/2	Home rubbish bins
16/5/1/3	Garden refuse
16/5/1/3/1	Garden refuse transfer station
16/5/2	Waste disposal sites
16/5/2/1	Regional Waste Disposal Site
16/5/2/2	E.L. Central Waste transfer station
16/5/2/3	Lease Agreement for Cambridge Central Transfer St E.L.
16/5/3	Refuse removal by tender
16/5/4	Waste management : Integrated development plan
16/5/4/1	Waste Management : BCM Wards : Triple Trust Organisation/ABSA
16/5/5	<u>Sanitation service</u>
16/5/5/1	Bucket service
16/5/5/2	Vacuum tank service
16/5/5/3	Public toilets
16/5/6	Recovery of waste
16/5/7	Street sweeping
16/6	<u>Cemeteries and crematorium</u>
16/6/P	Policy

16/6/R	Routine enquiries
16/6/1	<u>Establishment and maintenance</u> (Open a file for each cemetery and crematorium and number consecutively)
16/6/1/1	West Bank cemetery
16/6/1/2	Buffalo Flats cemetery
16/6/1/3	German cemetery
16/6/1/4	Cambridge crematorium
16/6/1/5	East Bank cemetery
16/6/1/6	Berlin cemetery
16/6/1/7	Cambridge cemetery
16/6/1/8	Mdantsane cemetery
16/6/1/9	Fort Grey cemetery
16/6/1/10	Dimbaza cemetery
16/6/1/11	Zwelitsha cemetery
16/6/1/12	Haven Hills Cemetery
16/6/1/13	John Dube : Scenery Park Cemetery
16/6/1/14	Mzamomhle Cemetery
16/6/1/15	Duncan Village Cemetery
16/6/1/16	Bisho Cemetery
16/6/1/17	Mzonyana Cemetery : Garden of Remembrance
16/6/1/18	Cemeteries – King William's Town
16/6/2	Exhumation and reburials
16/6/3	Pauper burials
16/7	<u>Vegetation control</u>
16/7/P	Policy
16/7/1	<u>Clearance of overgrowth and rubble</u>
16/7/1/1	Municipal open spaces
16/7/1/2	Private properties
16/7/1/3	Sidewalks
16/8	<u>Quarries and sandpits</u>
16/8/P	Policy
16/8/R	Routine enquiries
16/8/1	Establishment and maintenance

17. COMMUNITY SERVICES

- 17/1 Health
(All inspections are to be dealt with under
17/1/3)
- 17/1/P Policy
17/1/R Routine enquiries
17/1/1 Provision of clinic services
17/1/1/1 Provision of Municipal Health Services
- 17/1/2 Diseases and plagues
(For occurrence, prevention and combating of HIV/AIDS see 17/1/2/4)
- 17/1/2/1 Notice of occurrence
17/1/2/2 Measures for prevention
17/1/2/3 Measures for combating
17/1/2/3/1 Epidemics
17/1/2/4 HIV/AIDS
17/1/2/5 Coronavirus (Covid-19)
- 17/1/3 Inspections and tests
17/1/3/1 Premises and food
17/1/3/2 Air and water pollution
- 17/1/4 Litter control
17/1/4/1 Recycling projects
- 17/1/5 Noise control
17/1/5/1 Nuisances in Streets and public places
17/1/5/2 Dogs
- 17/1/6 Substance abuse
- 17/2 Education
17/2/P Policy
17/2/R Routine enquiries
- 17/3 Traffic control
(For bus transport see 17/8)
- 17/3/P Policy
17/3/R Routine enquiries
17/3/1 Road use
17/3/1/1 Promotion of road safety
17/3/1/2 Vehicle control
17/3/1/2/1 Roadworthiness testing
17/3/1/2/2 Disposal of abandoned vehicles

17/3/1/3	Traffic volume surveys
17/3/1/4	Provision of road signs
17/3/1/5	Traffic offences
17/3/1/6	Robots Circles
17/3/1/7	Pedestrian crossing
17/3/1/8	Demarcation of roads
17/3/1/9	Use of speed traps
17/3/1/10	<u>Applications for permission</u>
17/3/1/10/1	Street processions, walks and footraces
17/3/1/10/2	Car races and rallies in streets
17/3/1/10/3	Cycle races in streets
17/3/1/10/4	Protest marches
17/3/1/10/5	Abnormal loads
17/3/1/10/6	Loudspeakers
17/3/2	<u>Parking allocation</u>
17/3/2/1	Public parking
17/3/2/1/1	Parking for municipal staff
17/3/2/1/2	Parking for Councillors
17/3/2/2	Taxi ranks
17/3/2/3	Loading zones
17/3/2/4	Buses
17/3/3	Parking meters
17/4	<u>Library services</u>
17/4/P	Policy
17/4/R	Routine enquiries
17/4/1	<u>Buildings</u>
17/4/1/1	Acquisition
17/4/1/2	Maintenance
17/4/2	Mobile library service
17/4/3	<u>Books and periodicals</u>
17/4/3/1	Purchase
17/4/3/2	Donation
17/4/3/3	Losses
17/4/4	Reports and returns (See par. 7 of the general instructions)
17/5	<u>Housing</u>
17/5/P	Policy
17/5/R	Routine enquiries
17/5/1	<u>Schemes</u>

- (Open a file for each scheme and number consecutively)
- 17/5/1/1 KWT Housing Association/Housing Development Agency
- 17/5/2 Applications/occupation
- 17/5/3 Housing for the aged
- 17/5/4 Integrated Sustainable Human Settlement Plan (ISHSP) Joint Operational Technical Committee
- 17/5/5 Housing Consumer Education
- 17/6 Civic Centre, Halls, Parks, gardens, nature reserves and open spaces
- 17/6/P Policy
- 17/6/R Routine enquiries
- 17/6/1 Applications
- 17/6/2 Maintenance
- 17/6/2/1 Parks
- 17/6/2/2 Caravan Parks
- 17/6/2/3 Playgrounds
- 17/6/2/4 Islands and circles
- 17/6/2/5 Nurseries
- 17/6/2/6 Civic Centre
- 17/6/2/7 Halls
(Open a file for each hall and number consecutively)
- 17/6/2/7/1 City Hall
- 17/6/2/7/2 Orient Theatre
- 17/6/2/7/3 Cambridge Town Hall
- 17/6/2/7/4 Robbie de Lange Hall
- 17/6/2/7/5 Clifton Hall
- 17/6/2/7/6 Carnegie Hall
- 17/6/2/7/7 Sweetwaters Community hall
- 17/6/2/7/8 War Memorial Hall
- 17/6/2/7/9 Kaysers Beach Community Hall
- 17/6/2/7/10 Elsabe Kemp Hall
- 17/6/2/7/11 Braelynn Community Hall
- 17/6/2/7/12 Gompo Community Hall
- 17/6/2/7/13 Parkside Hall
- 17/6/2/7/14 Mdantsane Community Hall
- 17/6/2/7/15 Breidbach Community Hall
- 17/6/2/7/16 Dimbaza South Hall
- 17/6/2/7/17 Ginsberg Community Hall
- 17/6/2/7/18 Ilitha Community Hall
- 17/6/2/7/19 Isaac Roji Skenjana Hall (Bisho)
- 17/6/2/7/20 Moses Twebe Great Hall (Dimbaza)
- 17/6/2/7/21 Nolizwe Mpetha Hall (Zwelitsha)

17/6/2/7/22 OR Tambo (Zwelitha)
 17/6/2/7/23 Schornville Community Hall
 17/6/2/7/24 King Williams Town Town Hall
 17/6/2/7/25 Tyutyu Community Hall
 17/6/2/7/26 Weir Hall (Ginsberg)
 17/6/2/7/27 Land Release : Proposed Community Hall : Erf 5131 Ndevana
 17/6/2/7/28 Community Hall : Erf 47485 Scenery Park, East London
 17/6/2/7/29 Community Hall on Portion of Erf 2505, Phakamisa
 17/6/2/7/30 Erf 58234 Dyce Road Reeston, East London from Public
 Open Space 1 (Pos 1) to Institutional Zone III : Community Centre

17/6/2/8 Nature Reserves

17/6/3 Planting and felling of trees
 17/6/4 Eradication of noxious weeds

17/7 Sport, recreation and sea side attractions
 17/7/P Policy
 17/7/R Routine enquiries
 17/7/1 Swimming baths
 17/7/1/1 Application for use/maintenance
 17/7/2 Provision and maintenance of sport facilities
 17/7/3 Maintenance and application for use
 of sports facilities
(Open a file for each facility and number
 consecutively)

17/7/3/1 I.G Foster Grounds
 17/7/3/2 Schoeman Stadium
 17/7/3/3 Jan Smuts Recreation Grounds/ABSA Stadium
 17/7/3/4 Parkside Playing Fields
 17/7/3/5 A.E. Bob Stadium
 17/7/3/6 Selborne Grounds
 17/7/3/7 Sisa Dukashe Stadium
 17/7/3/8 Bisho Stadium
 17/7/3/9 Victoria Ground
 17/7/3/10 Dimbaza Gymnasium
 17/7/3/11 Ginsberg Sportsfield
 17/7/3/12 Sweetwaters Sportsfield
 17/7/3/13 Ilitha Sportsfield
 17/7/3/14 Development of Zwelitsha Stadium
 17/7/3/15 Development of North End Stadium
 17/7/3/16 Amalinda Stadium
 17/7/3/17 Needs Camp Sportsfield

17/7/4 Queens Park Zoo
 17/7/4/R Routine enquiries

17/7/4/1	Maintenance
17/7/5	<u>Aquarium</u>
17/7/5/R	Routine enquiries
17/7/5/1	Maintenance/Development
17/7/6	<u>Beaches</u>
17/7/6/P	Policy
17/7/6/R	Routine enquiries
17/7/6/1	<u>Establishment and maintenance</u> (Open a file for each beach and number consecutively)
17/7/6/1/1	Orient Beach/Pier
17/7/6/1/2	Leaches Bay
17/7/6/1/3	Nahoon Beach
17/7/6/1/4	Eastern Beach
17/7/6/1/5	Bonza Bay
17/7/6/1/6	Gonubie Mouth
17/7/6/1/7	Quenera Lagoon
17/7/6/1/8	Fullers Bay
17/7/6/1/9	Kidds Beach
17/7/6/1/10	Kaysers Beach
17/7/6/1/11	Sunrise-on-Sea
17/7/6/2	Integrated Coastal Zone Management Plan (Environmental matters)
17/7/6/3	Environmental Matters
17/7/7	<u>Ann Bryant Art Gallery</u>
17/7/7/P	Policy
17/7/7/R	Routine enquiries
17/7/7/1	Maintenance
17/8	<u>Bus transport</u> (For traffic control see 17/3)
17/8/P	Policy
17/8/R	Routine enquiries
17/8/1	Establishment of services
17/8/2	Arrangement of services
17/8/3	Determination of routes and halts
17/8/4	Provision of shelters
17/8/5	Drafting and amending of time-tables
17/8/6	Hiring out of buses
17/8/7	Bus tours arranged by council

17/8/8	Disposal of lost goods
17/8/9	Public Transport Plan
17/9	<u>Market</u>
17/9/P	Policy
17/9/R	Routine enquiries
17/9/1	Appointment of market agents
17/10	<u>Fire Brigade Services</u>
17/10/P	Policy
17/10/R	Routine enquiries
17/10/1	<u>Fire Prevention</u>
17/10/1/1	Within the Municipal area
17/10/1/2	Outside the Municipal area
17/10/1/3	Fire Safety Inspections
17/10/2	<u>Buildings</u>
17/10/2/1	Acquisition
17/10/2/2	Maintenance
17/10/3	New Fire Station : Farm 1309 ; Gonubie
17/10/4	Development of a Municipal Fire Station on Portion of Erf 3010, King William's Town
17/11	<u>Abattoir</u>
17/11/P	Policy
17/11/R	Routine enquiries
17/12	<u>Pound</u>
17/12/P	Policy
17/12/R	Routine enquiries
17/12/1	Impounding of animals
17/12/2	S.P.C.A. Memorandum of Agreement - Accommodation of dogs removed from streets
17/13	<u>Museums and memorials/heritage</u>
17/13/P	Policy
17/13/R	Routine enquiries
17/13/1	Provision
17/13/2	Maintenance
17/13/3	Declaration as monument
17/13/4	Heroes monument
17/13/5	Heritage matters (Egerton/Ecopark)

17/14	<u>Civil Defence/Disaster Management</u>
17/14/P	Policy
17/14/R	Routine enquiries
17/14/1	Disaster Management
17/14/1/1	Assistance to disaster victims
17/14/1/2	Floodline
17/14/2	Evacuations
17/14/3	Storm Damage
17/15	<u>Security (Law Enforcement Services)</u>
17/15/P	Policy
17/15/R	Routine enquiries
17/15/1	Crime prevention
17/15/2	Municipal Policing
17/15/3	Vagrants
17/16	<u>Welfare</u>
17/16/P	Policy
17/16/R	Routine enquiries
17/16/1	Allocation of land and buildings to Welfare Organisations
17/16/2	<u>Special Programmes</u>
17/16/2/1	Disabled
17/16/2/2	Poverty elimination
17/16/2/3	<u>Job Creation</u>
17/16/2/3/R	Routine enquiries
17/16/2/3/1	Small Medium Enterprises (SME); Small Micro Medium Enterprises (SMME) : Bizbus
17/16/2/3/2	uMqokozo Project
17/16/2/3/3	The Business Place
17/16/2/3/4	One Stop shop Mdantsane
17/16/2/3/5	Dikidikana Project
17/16/2/3/6	Eluxolweni Sewing Project
17/16/2/3/7	Hawker's Support Centre
17/16/2/3/8	Ward 11 : Women Project
17/16/2/3/9	Tsholomnqa Community Project
17/16/2/3/10	Proposed Partnership : Department of Economical Development & Tourism
17/16/2/3/11	Duncan Village Business Hives
17/16/2/3/12	German Technical Co-operation Local Economic Dev : GTZ LED : Red Tape Reduction Process
17/16/2/3/13	Mdantsane Community Lodge

- 17/16/2/3/14 Community Work Programmes/Social Responsibility
Vukuphile Contractor (EPWP)
- 17/16/2/3/15 Co-operative Development Centre Buffalo City Metropolitan Municipality,
King Williams Town
- 17/16/2/3/16 Reeston : Thusong Service Centre
- 17/16/2/3/17 Information Communication and Technology Project :
Duncan Village
- 17/16/2/3/18 Information Communication and Technology Centre
Project : Gompo
-
- 17/16/2/4 Youth
- 17/16/2/5 Gender
- 17/16/2/6 Elderly
- 17/16/2/7 Sport (BCM)
-
- 17/16/3 Welfare organisations
- 17/16/3/1 Street collections

4 May 2023
WM/nmb

SCHEDULE "2"

PRESCRIBED FEES

ANNEXURE B OF NOTICE 757 IN THE GOVERNMENT GAZETTE ON THE 27 AUGUST 2021

FEES IN RESPECT OF PUBLIC BODIES

Item	Description	Amount
1.	The request fee payable by every requester	R100.00
2.	Photocopy of A4-size page	R1.50 per page or part thereof.
3.	Printed copy of A4-size page	R1.50 per page or part thereof.
4.	For a copy in a computer-readable form on : Flash drive (to be provided by requester)	R40.00
5.	For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from Service Provider.
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	R24.00
8.	Copy of an audio record on : Flash drive (to be provided by requester)	R40.00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	R100.00
	To not exceed a total cost of	R300.00
10.	Deposit : If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any.

**ANNEXURE A OF NOTICE 757 IN THE GOVERNMENT GAZETTE ON THE 27
AUGUST 2021**

**REQUEST FOR ACCESS TO RECORD
[Regulation 7]**

Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000)

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The Information Officer

(Address)

E-mail address:

Fax number:

Mark with an "X"

Request is made in my own name Request is made on behalf of another person.

PERSONAL INFORMATION		
Full Names		
Identity Number		
Capacity in which request is made <i>(when made on behalf of another person)</i>		
Postal Address		
Street Address		
E-mail Address		
Contact Numbers	Tel. (B):	
	Cellular:	
Full names of person on whose behalf request is made <i>(if applicable)</i> :		
Identity Number		
Postal Address		

SCHEDULE "3"
FORM 2

Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
PARTICULARS OF RECORD REQUESTED			
<p><i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i></p>			
Description of record or relevant part of the record:			
Reference number, if available			
Any further particulars of record			
TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>			
Record is in written or printed form			
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>			
Record consists of recorded words or information which can be reproduced in sound			
Record is held on a computer or in an electronic, or machine-readable form			

**SCHEDULE "3"
FORM 2**

FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	<input type="checkbox"/>
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	<input type="checkbox"/>
Transcription of soundtrack <i>(written or printed document)</i>	<input type="checkbox"/>
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	<input type="checkbox"/>
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	<input type="checkbox"/>
Copy of record saved on cloud storage server	<input type="checkbox"/>

MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	<input type="checkbox"/>
Postal services to postal address	<input type="checkbox"/>
Postal services to street address	<input type="checkbox"/>
Courier service to street address	<input type="checkbox"/>
Facsimile of information in written or printed format <i>(including transcriptions)</i>	<input type="checkbox"/>
E-mail of information <i>(including soundtracks if possible)</i>	<input type="checkbox"/>
Cloud share/file transfer	<input type="checkbox"/>
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	<input type="checkbox"/>

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED	
<i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	

SCHEDULE "3"
FORM 2

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a)	<i>A request fee must be paid before the request will be considered.</i>
b)	<i>You will be notified of the amount of the access fee to be paid.</i>
c)	<i>The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.</i>
d)	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

FOR OFFICIAL USE

<i>Reference number:</i>	
<i>Request received by: (State Rank, Name And Surname of Information Officer)</i>	
<i>Date received:</i>	
<i>Access fees:</i>	
<i>Deposit (if any):</i>	

Signature of Information Officer

SCHEDULE "4"
FORM 1

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION

[Regulation 2]

Section 11(3) of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013)

FORM 1

**OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION IN TERMS OF
SECTION 11(3) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.
4 OF 2013)**

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 2]

Note:

1. *Affidavits or other documentary evidence as applicable in support of the objection may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

A	DETAILS OF DATA SUBJECT
Name(s) and surname/ registered name of data subject:	
Unique Identifier/ Identity Number	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number / E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname/ Registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/ E-mail address:	
C	REASONS FOR OBJECTION IN TERMS OF SECTION 11(1)(d) to (f) (Please provide detailed reasons for the objection)

SCHEDULE "4"
FORM 1

OBJECTION TO THE PROCESSING OF PERSONAL INFORMATION

[Regulation 2]

Section 11(3) of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013)

Signed at this day of20.....

.....
Signature of data subject/designated person

SCHEDULE "5"
FORM 2

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION

[Regulation 3]

Section 24(1) of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013)

FORM 2

**REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR
DESTROYING OR DELETION OF RECORD OF PERSONAL INFORMATION IN TERMS OF
SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.
4 OF 2013)**

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2018

[Regulation 3]

Note:

1. *Affidavits or other documentary evidence as applicable in support of the request may be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*
3. *Complete as is applicable.*

Mark the appropriate box with an "x".

Request for:

Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A	DETAILS OF THE DATA SUBJECT
Name(s) and surname / registered name of data subject:	
Unique identifier/ Identity Number:	
Residential, postal or business address:	
	Code ()
Contact number(s):	
Fax number/E-mail address:	
B	DETAILS OF RESPONSIBLE PARTY
Name(s) and surname / registered name of responsible party:	
Residential, postal or business address:	
	Code ()
Contact number(s):	

SCHEDULE "5"
FORM 2

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION

[Regulation 3]

Section 24(1) of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013)

Fax number/ E-mail address:	
C	INFORMATION TO BE CORRECTED/DELETED/ DESTROYED/ DESTROYED
D	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(a) WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY ; and or REASONS FOR *DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT IN TERMS OF SECTION 24(1)(b) WHICH THE RESPONSIBLE PARTY IS NO LONGER AUTHORISED TO RETAIN. <i>(Please provide detailed reasons for the request)</i>

Signed at this day of20.....

.....
Signature of data subject/ designated person

M. YAWA
CITY MANAGER